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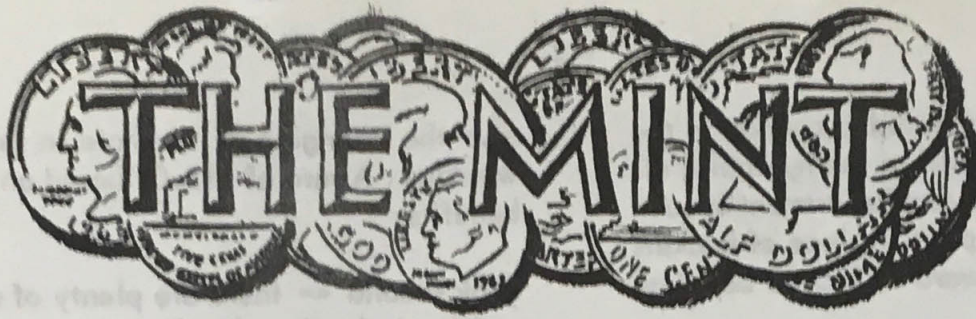
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Correspondence & Memos, 1897-1994

"The Mint" (Philadelphia newsletter)

1966-1968







AT PHILADELPHIA

VOL. IV, NO. 1

U. S. MINT

JANUARY 1966

## SUPERIOR PERFORMANCE AWARDS & SUGGESTION AWARDS PRESENTED

THE first superior work performance awards of the year were presented this month. They went to Alfred Sylvester, Foreman of Ingot Melting Section of Melting & Refining Division; John J. Mangano, Machinist "A" in the Machine Shop of Building & Mechanical Division; Jacob Puleo, Head Carpenter of Building & Mechanical Division. Mrs. Frances Devlin, the Superintendent's Secretary received a Quality Increase for her superior work performance.

Congratulations to these valuable employees. Mr. Sura gets a great deal of pleasure out of presenting people with tokens of the Bureau's appreciation in the form of certificates and/or checks. This Mint has quite a few employees whose work performance deserves recognition. The Superintendent urges that supervisors take a look around and nominate their outstanding workers for superior performance awards.

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PRESIDENT JOHNSON has made the following statement in regard to the importance of employee suggestions:

"I have said I believe in the tight fist and the open mind -- a tight fist with money and an open mind to the needs of America.

"I have asked all Americans to join in creating the Great Society. Government will play its proper part in this important work, and we cannot advance if our way is blocked with the debris of inefficiency or obsolescence, or downright waste.

"Most of the opportunities to increase efficiency and to find less costly ways to do business occur in the work that you do every day. I want every supervisor -- every employee -- to continually ask himself: What is it costing to do this work? Is there a way to do it as well or better that would cost less?

"I am asking for your help -- your best effort. And you will have the gratitude of your country and the gratitude of your President."

The following imaginative employees have started the new year right by submitting winning suggestions.

Warren C. Angstadt suggested an increase in the clearance between punch and die in the blanking operation. Savings estimated at \$1,000.00 annually. Award of \$50.00 based on tangible benefits.

Robert Battle had two winning suggestions.

(1) He suggested a change in the metal arm that extends from the top of the 16th Street gate to the switch rail. Savings estimated at \$150.00 annually. Award of \$15.00 based on tangible benefits.

(2) He suggested a safety guard be placed around a hot exhaust pipe on the second floor in the air conditioner equipment room. Award of \$15.00 based on intangible benefits.

Joseph A. Tomaszewski suggested a special thread for sewing coin bags. Award of \$50.00.



William E. Borecky suggested a change in the present method of controlling the hydraulic oil on the press in the Engraving Department by substituting piping at the press in place of buckets used to catch oil. Award of \$15.00 based on intangible benefits.

LeRoy McKinney suggested that a motorized tug bar be used in moving heavy machinery. Savings estimated at \$700.00 annually. Award of \$35.00 based on tangible benefits. Additional award of \$15.00 on basis of elimination of a hazardous operation.

Jacob Puleo suggested the modernization and simplification of our reviewing tables by installing a one-belt system. Savings estimated at \$3,000.00 annually. Award of \$150.00 based on tangible benefits. Additional award of \$150.00 on basis of intangible benefits; the revision of coin hoppers allows the selectors to keep working while hoppers are being loaded.

Robert Schrader and Nicholas Giordano suggested a better method of measuring coining dies. They shared a \$20.00 award.

John F. Patota suggested the use of a device to raise the rear end of trucks loading material in the yard. Savings estimated at \$4,316.00 annually. Award of \$215.00 based on tangible benefits. Additional award of \$35.00 on basis of intangible benefits.

Carolyn Keefer suggested a sign be placed at the top of the stairway in the first-floor ladies room, warning employees to use hand rails on either side of the stairway. Award of \$15.00 based on intangible benefits.

John Townsend suggested a method of measuring steel for cutting to the proper length. Award of \$15.00 based on intangible benefits.

Frances Devlin suggested the installation of an additional button or switch for an alarm system,

also the changing of the hole in the Cashier's window. Award of \$15.00 based on intangible benefits.

Look around -- there are plenty of suggestions waiting to be thought of!

\$ \$ \$ \$ \$

### ATTENTION: ALL TAXPAYERS!!

THIS year taxpayers are asked to mail refund returns directly to the Internal Revenue Service, Philadelphia, Pa., Zip Code 19154. Direct mailing of these returns reduces operating costs, but the information on your tax return must be accurate, or your benefits from this system can be lost.

You can assure prompt and efficient handling of your tax return if you remember to use the pre-addressed form mailed to you by the Internal Revenue Service. The pre-addressed label on Form 1040 can be easily detached and affixed to another form if necessary. Correct your name if misspelled. Correct your address if it has changed. Use your Social Security card to verify that your Social Security number is correct. Most important, sign your return. If you are filing jointly, both husband and wife must sign. Mail your return only after you have checked it thoroughly.

Remember, if you expect a refund, mail your return directly to Internal Revenue Service, Philadelphia, Pa., Zip Code 19154.

\$ \$ \$ \$ \$

A customer told a hardware store clerk that she wanted a three-quarter inch pipe plug. The man asked, "Do you want a male plug, a female plug, or both?"

"I just want to stop a leak," the woman replied. "I don't want to raise them!"



## LETTER FROM A REFORMED THIEF

THE letter below appeared recently in the Compound Chronicle, official publication of the Naval Supply Depot, Philadelphia.

"Dear Editor:

I read a story recently that stated if you include the smallest items (pencils, erasers, etc.) 99% of us are thieves. Not many of us will steal an automobile or even a typewriter, but I'd hate to estimate the number of us who subconsciously (but still knowingly) "lift" items from our stationery supply lockers.

It eases the mind to misinterpret it. I'm writing this on a stolen 8 x 10 tablet, but when I got it home I couldn't bring myself to keep it -- so I'm returning it -- plus some pencils.

By now, you've probably decided I wrote this to ease my conscience -- partly you're right -- but more because I hope to reach your conscience. Returning the tablet would take care of me, but would never get you thinking.

What really bothered me enough to write this letter is simply this: The tablet, plus a dozen pencils taken over the past year, if multiplied times all the Compound employees, runs up to a nice bit of cash. If \$8000. worth of Government property is stolen in one year, funds must be expended to replace this loss. That could mean one less position on your activity's payroll. It might be YOURS.

Maybe you're now sticking your chest out and saying to yourself, "I've never taken anything that belonged to the Government." Are you sure? Stealing includes waste, overcharging, and not giving in exchange what you're paid for.

If you're paid \$3.00 per hour and "goof off" for two of your eight hours, you've stolen \$6.00, much more than my one tablet and dozen pencils -- and in one day vs. my year.

I can return my tablet. Can you return yesterday's two hours?

(Signed) EX-THIEF

\* \* \* \* \*

## OUR BLOOD BANK NEEDS YOU!!

ON February 3, 1966, the Bloodmobile will visit this Mint for the purpose of processing donors between 12:30 and 4:30 p.m. We have exhausted our blood credits and are urgently in need of a good response in order to assure the continued existence of the Philadelphia Mint Blood Donor Club.

Please be sure to sign and turn in the form which shows your intention to donate on February 3rd. Donors on the 4 - 12 shift are asked to report at 3:30 p.m. in order to assure timely processing. Employees on later shifts are asked to contact Miss Keefer, Ext. 33, in order to arrange a convenient time to go to the Hospital of the University of Pennsylvania for the purpose of donating blood.

\* \* \* \* \*

A man accidentally swallowed a pingpong ball and he was rushed into surgery for its removal.

The patient insisted on having only a local anesthetic so he could watch the operation. He winced a little when the first incision was made, but he didn't actually feel it; nor did he feel the next cut nor the next. However, he did become a little alarmed at the number of incisions as the surgeon cut here and there in what seemed a rather random manner.

"Why do you have to cut in so many places?" he asked. "They don't seem to be consistent."

"Well," replied the surgeon, cutting away, "that's the way the ball bounces!"

\* \* \* \* \*



## MEDICARE AND YOU

THE Civil Service Commission recently issued a letter regarding the effect of Medicare on Federal employees. Because it is lengthy, we will continue the article in future issues.

### 1. BASIC MEDICARE PROVISIONS

The Social Security Amendments of 1965 (Public Law 89-97), establish two kinds of health insurance, popularly known as Medicare, for persons age 65 or over:

Hospital Insurance, which provides payments for inpatient hospital services, posthospital extended care services, posthospital home health services, and outpatient hospital diagnostic services; and

Medical Insurance, which provides payments for physicians' services and other medical items and services not covered by the hospital insurance.

The exact benefits of the hospital and medical insurance are not detailed here because they are fairly common knowledge and an official, authoritative description of them is available at any social security office.

#### A. Hospital Insurance.

This becomes effective July 1, 1966, except that benefits for posthospital extended care services become effective January 1, 1967.

There is no direct monthly or other periodic premium cost to the covered individual. It automatically covers all individuals, including Federal employees who are (1) age 65 or over and (2) entitled to monthly social security or railroad retirement benefits.

Under a transitional provision in the Medicare law, individuals who are age 65 or over (or who will be 65 before January 1, 1968) and are not

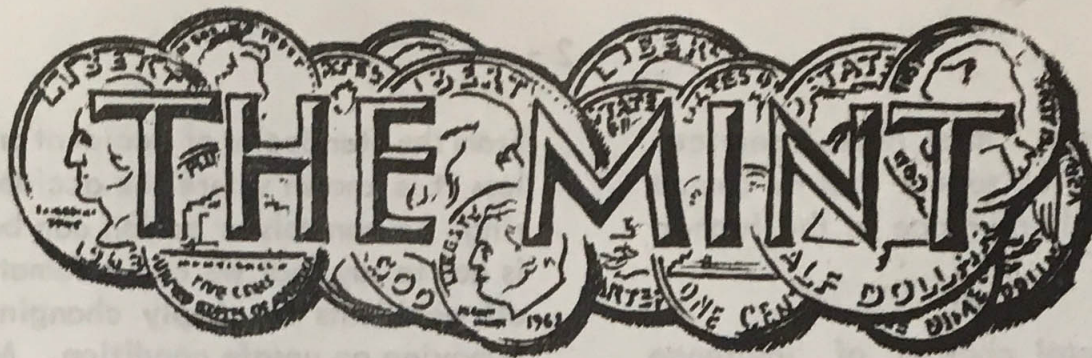
entitled to monthly social security or railroad retirement benefits, may also be eligible for hospital insurance. These individuals must apply to the Social Security Administration for this coverage. Also eligible under the transitional provision are individuals who reach 65 after January 1, 1968, and have or acquire a specified minimum number of quarters of social security or railroad retirement coverage.

However, excluded from the transitional provision is any individual who, at the time he would otherwise become entitled under the provision, is covered by a plan under the Federal Employees Health Benefits Act of 1959, as well as any individual who could have been so covered if he or some other person had availed himself of opportunities to enroll under that act and to continue such enrollment. This excludes from Medicare's hospital insurance under the transitional provisions any Federal employee (and his spouse) who is or could have been enrolled in a plan under the Federal Employees Health Benefits Program.

Not excluded from hospital insurance coverage under the transitional provision are (1) annuitants and their spouses, if the annuitant retired before February 16, 1965, and was not enrolled under the Federal Employees Health Benefits Program on that date, and (2) former Federal employees and their spouses who were not eligible to continue their enrollments under the program upon separation from the Federal service. Also not excluded are annuitants and their spouses who are enrolled under the Retired Federal Employees Health Benefits Act of 1960 which applies only to annuitants who retired before July 1, 1960.

Please note that the exclusion applies only to hospital insurance under the transitional provision. Any Federal employee who is entitled to social security or railroad retirement benefits still automatically acquires the hospital insurance, even though he is enrolled in a plan under the Federal Employees Health Benefits Program.





AT PHILADELPHIA

VOL. IV, NO. 3

U. S. MINT

MARCH 1966

### MINT EMPLOYEES HONORED

THE following awards were presented this month by Mr. Sura:

Superior Performance Awards were given to Joseph Jabbs and Victor Procopio, Electricians assigned to the Building and Mechanical Division. The awards were in the amount of \$200. and were accompanied by a certificate and letter from Miss Adams:

Length of Service Pins went to these employees:

Daniel J. Costanzo	- 25 years
James J. Kelly	- 25 years
Edwin Kuehnle	- 25 years
Edward J. McGuckin	- 25 years
Jack B. Miller	- 25 years
John Stafford	- 20 years
Anita McDaniel	- 15 years
Salverio Mecca	- 15 years
Flavian Sanchez	- 15 years
Joseph Ungaro	- 15 years
Pauline Webster	- 15 years

\*\*\*\*\*

### NEW HELPER ((GENERAL)) EXAM

OUR Board of Civil Service Examiners has announced a new examination for Helper (Gen.). Applications will be accepted until April 5th. ~~No work experience is required; however, a written examination will be given.~~

Helpers (Gen.) who were recently hired under term appointments as a result of Examination Announcement PH-32-1 (1965) are urged to apply for this examination. This is necessary in the event of future career-conditional appointments. As soon as the new register is set up, the one now in effect will be abolished.

Announcements of the examination have been posted on ~~all~~ <sup>the</sup> bulletin boards and 5000 AB application cards are available at ~~local post offices~~ <sup>local post offices</sup>. ~~Mint employees may pick up forms in the Personnel Office.~~

\*\*\*\*\*

### VA OFFERS INSURANCE TO WETS

IF you are a veteran with service-connected disability, you have until May 2, 1966, to obtain the newly reopened National Service Life Insurance.

This insurance is being offered those veterans of World War II and the Korean Conflict who either failed to take out the insurance originally or allowed it to lapse in whole or in part.

Deadline for the sale of the new GI policies is midnight, May 2, 1966.

The insurance is open to those veterans who were originally eligible for GI insurance between October 8, 1940, and January 1, 1957, and who either failed to take it out or let it lapse after purchasing it.



The eligible veteran must have a service-connected disability so severe that he cannot purchase commercial insurance at the highest rates.

Veterans have several choices of insurance plans -- ordinary life, 20 payment life, 20-year endowment, modified life, endowment at age 60 and endowment at age 65 -- and they may take out the full \$10,000 coverage or as little as \$1,000.

If you are a veteran and are interested in obtaining more information about this insurance, write the Veterans Administration Center, P. O. Box 8079, Philadelphia, Pa. 19101, or call GE 8-5200.

\* \* \* \* \*

## WHY REPORT ACCIDENTS?

MANY employees have been puzzled by the requirement that all accidents have to be reported and that, in the case of personal injury, a form must be completed. They seem to feel that this requirement is some sort of punishment or that they will be condemned for being involved in an accident. This is NOT the reason!!

Why, then, do we have to report accidents? This could be answered simply by saying that the law (Public - No. 267, 64th Congress) requires it; however, it involves much more than this.

First of all, it is for the employee's protection. A so-called minor injury, unless it is treated promptly and properly, far too often leads to infection with its many complications. Moreover, the form that is filled out becomes a part of the employee's record so that he will be protected in the event that he has trouble in the future with a job-connected injury. Unless the accidental injury has been properly reported, the claimant loses all right to medical treatment and compensation benefits.

From the standpoint of accident prevention, unless it is known where the accidents are occurring, no controls or action can be taken. This is not to say that we can automatically prevent all accidents by simply changing a process or removing an unsafe condition. Many times, a training program is needed in order that employees can be taught safe methods.

The statement is often made that people are always getting hurt at "such and such" location. Search of the records fails to substantiate this. Possibly, people have been injured there, but if they are not reported, no one has a valid argument on which to base a need for funds to correct the situation. So you see, there are many reasons why accidents have to be reported.

Supervisory personnel are no less puzzled by the requirement that all accidents have to be investigated and an accident report submitted. Again, there are many reasons why this is necessary, but the most important reason is accident prevention.

To be effective, preventive measures must be based on complete and unbiased knowledge of the causes of an accident. The primary purpose of an accident report is to give this information -- not to fix blame.

The supervisor should know the work better than anyone else and so is in the best position to determine the cause of an accident and what preventive measures are necessary. The supervisor's investigation and report normally leads to elimination of the accident causes and, unless the causes are eliminated, no improvement in the safety record can be made.

Finally, all of these reports go into the safety records. Records of accidents are essential to a successful accident prevention program. Records supply the information necessary to transform haphazard, costly, ineffective safety



work into a planned program that will reduce the costly toll of human suffering, damaged equipment, wasted material, and loss of production.

\* \* \* \* \*

## PERFORMANCE RATING APPEAL RIGHTS

ANNUAL performance ratings are now being assigned and it is important that employees be aware of their review and appeal rights. If, after discussion with his supervisor and/or the Personnel Officer, the employee is still dissatisfied with his rating, he has the right to take the following action:

"Unsatisfactory" rating appeal: The employee who has been rated unsatisfactory has the right to one impartial review by a Performance Rating Review Committee and, thereafter, one appeal to the Treasury Department Performance Rating Board of Review. In requesting an impartial review of his rating, the employee must file his request in writing with his supervisor within 15 calendar days following receipt of his rating. An impartial committee of not less than three shall be appointed by the Superintendent of the Mint to hear testimony and make investigation. The employee has the right of representation by a person of his selection. The decision of the committee may set aside the original rating. If the rating is sustained, however, the employee may file a further appeal with the Treasury Department Performance Rating Board of Review, provided such action is taken within 30 calendar days after receiving decision of the review committee. If the employee elects to appeal directly to the Treasury Department, instead of requesting an impartial review first, his appeal must be made within 30 days after receipt of rating.

"Satisfactory" rating appeal: The employee who wishes to appeal a satisfactory rating has the

right to either an impartial review (same procedure as outlined above) or a written appeal to the Treasury Department Performance Rating Board of Review within 30 calendar days following receipt of rating. In no case will the employee obtain both reviews in the case of a satisfactory rating appeal.

Employees may obtain more detailed information from the Personnel Office in regard to filing for a review or filing an appeal.

\* \* \* \* \*

## CLASSIFICATION APPEAL RIGHTS

EACH employee has the right to appeal the classification of his position at any time. The appeal procedures are as follows:

1. The employee should first discuss his duties and his reasons for requesting a higher grade with his supervisor to determine whether an appeal is necessary. The position description should be reviewed by the supervisor to determine whether it should be revised. If it is current and accurate, the employee's request should be processed promptly and forwarded through channels as follows: (1) immediate supervisor; (2) head of the division; (3) head of the institution; and (4) Director of the Mint.

2. If the Director of the Mint denies the appeal, the employee will be notified of the reasons for the denial and of his right to appeal the decision to the Office of Personnel of the Treasury Department or to the Civil Service Commission.

An employee may appeal directly to the Civil Service Commission without going through the above procedures. Simultaneous appeals to the Office of Personnel and to the Commission should be avoided.

\* \* \* \* \*



## PROMOTIONS IN FEBRUARY

CONGRATULATIONS and best wishes to the following employees for future advancement:

From Assistant Head Plumber to Head Plumber in the Plumbing Shop Sec., Building & Mechanical Div., effective 02-13-66:

JAMES J. McNALLY

From Clerk, GS-301-05, in the Office of the Superintendent to Supervisory General Supply Officer, GS-2001-07, in Purchasing Sec., effective 02-13-66:

BERNICE C. STUBBS

From Machine Operator to Pressman in the Coin Press Sec., Coining Div., effective 02-13-66:

FLOYD R. HALEY  
DAVID JAMES  
ALFRED R. KEATON  
THOMAS R. KING  
ADAM M. RASINSKI  
KEITH C. SHAFFER

From Selector to Machine Attendant in the Sewing, Inspection & Shipping Sec., Coining Div., effective 02-13-66:

LOREE LEGION  
BEATRICE POLLARD

From Die Maker "B" to "A" in the Stamping Die Sec., Engraving Div., effective 02-27-66:

ANGELO BAGLIO  
CHESTER S. KARASINSKI  
DANIEL P. MANDZAK, Jr.  
PHILIP J. MARIGLIANO  
ANTHONY J. SCIURCA  
MURRAY SHNURMAN  
HERMAN VIZNER

From Machinist "A" to Tool & Die Maker in the Machine Shop Sec., Building & Mechanical Div., effective 02-27-66:

WILSON D. PETTUS

From Clerk (Typing), GS-301-04 to 05, in Cash & Deposits Div., effective 02-27-66:

MARY G. HYLAND

From Elevator Operator to Laborer (Gen.) in the Custodial Sec., effective 02-27-66:

EUGENE L. LEASHER  
HARRY L. TABITA

From Helper (General) to Machine Operator in the Coining Division, effective 02-27-66:

HENRY K. BASS  
WILLIAM T. DOUGHERTY  
HENRY A. GOSSETTE  
HARRY J. GREENER  
EUGENE HEARN, Jr.  
GEORGE MIKELL  
MAURICE W. RAMBO  
ANGELO M. ROSSI  
LeROY J. SPRUILL  
MILTON R. TOWNSEND, Jr.  
EDWARD J. ZEBUSKI

From Helper (General) to Supply Clerk, GS-2040-04, in the Supply Unit, Purchasing Section, effective 02-27-66:

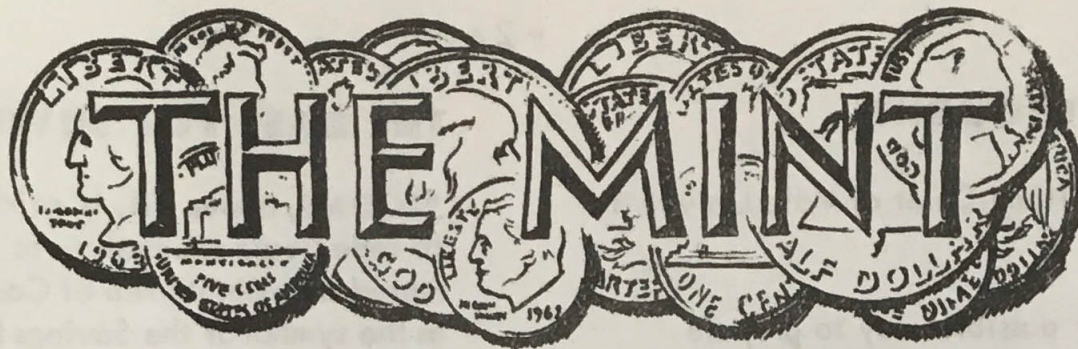
JAMES A. GLENN

\* \* \* \* \*

## SOMETHING TO THINK ABOUT

Marriage is like a railroad sign. You see a lovely girl; you stop, you look, and then you spend the rest of your life listening.





## AT PHILADELPHIA

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VOL. IV, NO. 4

U. S. MINT

APRIL 1966

### MINT EMPLOYEE RECEIVES PERFORMANCE AWARD

MR. SURA had the happy task this month of presenting a Superior Performance Award of \$200 and a Certificate from Miss Eva Adams to Wm. Cloud, an Electrician in the Building & Mechanical Division. Mr. Cloud was cited for his over-all work performance and particularly for his work in installing the three-phase transformer bank in the west end of the Mint and the transference of the electrical instruments for the rotary annealing furnaces and the older furnaces in the blank annealing areas.

\* \* \* \* \*

### SAVINGS FOR 1966 PASS \$21 MILLION

DURING the first half of fiscal year 1966, Treasury bureaus took management improvement actions which will result in savings of \$21.3 million and 2,350 man-years for the year. This achievement is an excellent start toward the \$34.1 million goal for the year established last August. It also means that, if everyone throughout the Department extends maximum effort toward reducing costs for the remainder of the year, the record savings effort of last year of \$39 million can be exceeded. The following Mint employees can be proud that their beneficial suggestions are playing a part in helping the Treasury Department achieve its goal:

Samuel Dalessio and Dennis Manion shared \$740 for suggesting a new method for polishing cone die blanks.

Dennis Manion had another winning suggestion. He received \$15.00 for suggesting a change in the lighting over the cylindrical grinder in the Die Shop.

Andrew Danielenko suggested a guard around the motor on the vibrator of the Ransohoff Furnace. Award of \$15.00.

Robert Davis received \$15.00 for suggesting more prominent identification of the ladies rest room on the first floor.

Frances Devlin suggested the use of a rubber stamp on purchase orders. Award of \$15.00.

Frank Dock had two winning suggestions. (1) \$15.00 for suggesting a sign at #2 elevator and (2) \$15.00 for suggesting the installation of a mirror over vault E.

Joseph Suppers suggested the backing of metal against windows in the storeroom. Award of \$15.00.

George Transue's winning suggestion involved placing a screen behind a lathe in order to catch flying chips of metal. Award of \$15.00

\* \* \* \* \*



## FOOD FOR THOUGHT

IN 1871, Dr. William Osler of Yale University said:

"The best possible way to prepare for tomorrow is to concentrate with all your intelligence, all your enthusiasm, on doing today's work, superbly today. This is the only possible way you can prepare for the future."

Concentration on the job at hand will also prevent accidents and ensure a future!!

HOUSEKEEPING. There has been a marked improvement in housekeeping but this is something that requires constant attention. People who just throw down a rag, coffee cup, empty cigarette package, or candy wrapper are creating a problem. They not only set up a fire hazard, but also a slipping or tripping hazard. No less guilty is the office worker who drops paper clips or rubberbands in the hallways and offices. These small items can contribute to a large accident if a person steps on them.

Make the Mint a cleaner and safer place in which to work.

SMOKING. Many of us enjoy a good smoke and the smoking rules here are indeed very lenient. However, a few people are jeopardizing our smoking privileges by their careless acts. These careless acts include laying a smoldering cigar or cigarette on a ledge or bench top, not disposing of the butts in a proper manner, and flipping ashes wherever they may be. How about checking your smoking habits??

\* \* \* \* \*

Employer: "I'm sorry I can't hire you, but I couldn't find enough work to keep you busy."

Applicant: "You'd be surprised how little it takes!"

## THE CASE FOR BUYING BONDS

"TODAY, above all, is a time for all Americans to rededicate themselves to the spirit that animated the Minutemen of Concord -- who serve as the symbol of the Savings Bond program. For today, as at the founding of our nation, it is freedom which is again at stake. Not all of us are called upon to fight in the jungles of Viet Nam, but while our men are there, in the front lines of a distant land, none of us can remain aloof on the sidelines. We must do our share -- in every way we can -- to support our men in Viet Nam. One sure way is open to all Americans through the Savings Bond program."

These words of President Johnson's make the case for buying United States Savings Bonds.

Now, at a time when more and more Americans will be turning to Savings Bonds as a way to have a part in protecting their freedoms, the President, with his announcement of a new 4.15% interest rate for E and H Bonds, has taken action to make Bond buying even more attractive.

We think that men and women everywhere, especially those in Federal employ, will be quick to see the national -- and personal -- advantages of regular Savings Bonds purchases.

\* \* \* \* \*

## SCHOLARSHIP OFFERED FOR PUBLIC ADMINISTRATION STUDY

TEMPLE University has made available a three-year scholarship for study in the field of public administration beginning September 1966. Each scholarship covers all tuition costs (exclusive of laboratory and incidental fees) for the entire course. The recipient will attend classes in the late afternoon, evening, or on Saturday while performing work duties during the day.

Applications will be accepted by the Philadelphia Federal Personnel Council for these



scholarships from any Federal employee who serves under a career, career-conditional, or indefinite appointment and holds a baccalaureate degree from any college or university of recognized standing.

Persons who passed the 1964 or 1965 examination need only file by April 29, 1966, a Form 57 and a college or university transcript. Others who wish to better their score may report for the written examination on April 30, 1966, at 8:30 a.m. to Room 111, U. S. Customhouse, 2nd and Chestnut Streets, Philadelphia. They must bring along an official transcript of their college or university record and a completed Standard Form 57.

Qualified employees may obtain more detailed information from the Personnel Office.

\* \* \* \* \*

#### **PREFERENCE SET FOR COLD WAR VETERANS**

PREFERENCE in Federal employment has been extended to an additional group of ex-servicemen by the Veterans' Readjustment Benefits Act of 1966.

Under the new law, special consideration in Federal employment will be given to honorably separated ex-servicemen and women who have had more than 180 consecutive days of active duty -- other than for training -- in the armed forces since January 31, 1955. Service during an active duty for training under the six-month Reserve and National Guard program does not count.

A veteran who has filed an application for a Federal position will not have to do anything more now to receive proper preference under the new law. Preference will be granted automatically if the application shows the necessary military service. Proof of service will not have to be furnished until requested at the time an applicant is being considered for a particular job.

Five points will be added to the examination scores or ratings of all applicants already on Civil Service registers who qualify under the new law. Notices of ratings prepared from now on will include the five points preference where it applies. Veterans receiving the benefits of the new law will have additional retention rights in reductions in force as well as preference in appointments.

Employees of the Mint who are entitled to preference which has not yet been credited need not take any action at this time. Appropriate documentation will be obtained before any personnel actions are taken which might be affected by veteran's preference.

\* \* \* \* \*

#### **RULES ON POLITICAL ACTIVITY**

AS Government employees, we should all be aware of political activities in which we are encouraged to participate and those which are prohibited.

It is every citizen's right, indeed his duty, to vote. Agencies encourage the exercise of this franchise by granting time off without charge to leave, where necessary, in order to allow employees to register and vote.

With certain restrictions, you may contribute to political organizations, wear political buttons, express your opinions on all political subjects and candidates, attend rallies, sign petitions, and join political clubs.

You may not campaign for or against a political party or candidate; distribute campaign material, march in a political parade, sell tickets for such activities as political dinners, or solicit contributions for political purposes.

For more detailed information, see the pamphlet entitled, "Political Activity," Federal Employees Facts No. 2. Copies are available in the Personnel Office.



## PROMOTIONS IN MARCH

CONGRATULATIONS and best wishes for future advancement to the following employees:

From Plumber to Asst. Head Plumber in Plumbing Shop Sec., Building & Mechanical Div., effective 03-13-66:

HUGO R. BUCCI

From Asst. Foreman to Foreman, Proof Coin & Medal Production Sec., Coining Div., effective 03-13-66:

EDWIN KUEHNLE

From Machinist "A" to Tool & Die Maker in Machine Shop Sec., Building & Mechanical Div., effective 03-13-66:

STANLEY B. MILLER

From Helper (Gen.) to Machine Operator in Process Weigh Sec., Coining Div., effective 03-13-66:

JAMES BANKS  
GREGORY L. GERACE

From Helper (Gen.) to Machine Operator in Rolling & Cutting Sec., Coining Div., effective 03-13-66:

EARL S. COLLINS  
DONALD FREEMAN  
KENNETH R. KEYSER  
FRANCIS G. VETTER  
GERALD FLICKER  
CHARLES A. GOLDBERG  
LOUIS A. MASSANOVA  
JOHN E. PRELLE, Sr.  
SYLVESTER R. SOMMERVILLE  
GEORGE W. TYLER

From Helper (Gen.) to Machine Operator in Annealing Sec., Coining Div., effective 03-13-66:

RONALD W. DUDLEY

From Chemist, GS-1320-7 to 9, in Assay Div., effective 03-27-66:

WILLIAM T. BADGER  
SAUL SILVERMAN

From Clerk-Typist, GS-322-3, in Cash & Deposits Div., to Clerk-Stenographer, GS-312-4, in the Office of the Superintendent, effective 03-27-66:

STEPHANIE A. BEDNARIK

From Clerk-Typist, GS-322-3 to 4, in Coining Div., effective 03-27-66:

FLORA MIRSCH

From Machine Operator to Weigher in Process Weigh Sec., Coining Div., effective 03-27-66:

SOLOMON BERMAN  
JAMES W. BRYAN

From Machine Operator to Weigher in Counting, Reviewing & Automatic Scales Sec., Coining Div., effective 03-27-66:

ANTHONY J. CAPONE  
CHARLES O. SIMPSON  
PAUL R. STYER

From Machine Operator to Medal Maker "B" in Proof Coin & Medal Production Sec., Coining Div., effective 03-27-66:

ANTHONY M. COCUZZI

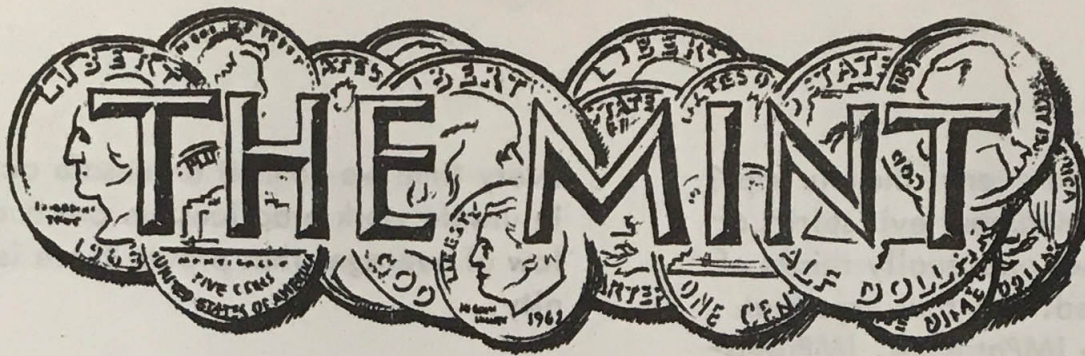
\* \* \* \* \*

## SOMETHING TO THINK ABOUT

It's estimated that by 1970 about 51% of the nation's drivers will be women. And that's only counting the front seats!

Exhilaration is that feeling you get just after a great idea hits you and just before you realize what's wrong with it.





## AT PHILADELPHIA

VOL. IV, NO. 5

U. S. MINT

MAY 1966

### MINT EMPLOYEES RECEIVE AWARDS

APRIL was a banner month for performance awards. Mr. Sura presented superior performance awards to the following:

A group award in the amount of \$200 each was received by the Coining Superintendent, Mr. Sydney C. Engel and staff members Darwin J. Young, Francis H. Breen, John P. Lepping, Elwood Bruce, Jack B. Miller, Richard S. Wolf and Thomas L. Robitaille. All these men were cited as a team for their particular efforts during the past year in the development of procedures and controls on the new clad coins.

Three members of the Building and Mechanical Division were also given similar awards. Those who received \$200 each were Charles H. Sill, Jr., Scale Builder and Adjuster "A", Howard H. Bergbauer, Machinist "A", and Kenneth R. Mitchell, Tool and Die Maker.

Mr. Frank DeSimone of the Superintendent's Office received a superior work performance award in the form of a step increase. Mr. DeSimone was advanced from the seventh to the eighth step of his grade.

ANOTHER group of employees received recognition for their contribution to the cost reduction program. The following received monetary awards for beneficial suggestions:

James C. Galati received \$15.00 for his suggestion to place a Lokator in the Guard Room.

Frank C. Iervolino suggested the installation of vacuum cleaners to clean out tanks. Award of \$50.00.

Frank Dock received \$15.00 for suggesting the use of extension type lights in the courtyard.

Keith C. Shaffer received \$15.00 for suggesting the use of angle iron guards to protect air supply pipes to presses.

Robert L. Battle received \$15.00 for his suggestion that the sign at gate be lowered in order to facilitate identification by the Guards.

Kenneth W. Grant received \$30.00 for suggesting several changes in the Hardening Room.

Edward Blosser suggested the placement of a warning sign for the 16th Street truck door. Award of \$15.00.

\*\*\*\*\*

Britain's penny, once silver, is the most historic denomination still in Western use; it was introduced in 784. The present-day bronze penny, measuring 1 1/4 inches across, is probably the largest coin of its value in the world.

\*\*\*\*\*



## SAFETY

THE FOUR IMPS: Did you ever of the four imps? No, these are not the imaginary evil spirits or mischievous children that one usually thinks of when imps are mentioned. The four imps that are referred to here are IMPatience, IMProvising, IMPunity, and IMPulsive.

At one time or another, we all have moments of IMPatience. These moments of impatience come at various times and places...when we are stuck behind a "Sunday-driver" who is dawdling along at 25 miles per hour on the open highway with about a dozen cars strung out behind him...when we have to enter or cross a main highway and there seems to be a never-ending stream of traffic on this highway...when we want to go bowling and our evening meal is late...when we are attempting to repair something and the bolt holes just won't line up...What happens when we give way to this impatience? You know the answer - we take chances that could get us killed - including being hit over the head with a skillet by our long-suffering wives!

IMProvis - the dictionary defines it as this, "to contrive or devise on the spur of the moment; do anything extemporaneously or offhand". Now this can be good or bad. We can improvise at times and make our work simpler and better; however, if we improvise without knowing exactly what we are doing, then we are in trouble. For example, if we take two sawhorses and nail a large piece of plywood on them, we can improvise a table that might be satisfactory. If we take one of the same sawhorses and stand on it to reach something, then we are improvising in a dangerous manner that could result in breaking our necks.

IMPunity means freedom from punishment or from injurious consequences. This is an IMP that really gets our people in trouble. Far too many employees feel that they can commit unsafe acts or continue unsafe work practices with impunity. How wrong they are! We all know, or should know, that there is no impunity from these.

Every time we commit an unsafe act or engage in unsafe work practices we are bucking the law of averages that proves there is no impunity.

Now we come to the last of our four imps - IMPulsive! This is a hard IMP to control, but control it we must if we are to survive! Referring back to IMPatience - our impulse tells us to pass that Sunday-driver, even though we can't see as far ahead as we should be able to. If we obey this impulse, we'll probably be killed. When your impulse tells you to do something, let your common sense have its say before you act!

So - when your IMPatience causes you to IMPulsively IMProvide, remember that you can't do it with IMPunity!

\*\*\*\*\*

## CHEST X-RAY DAY IN THE U. S. MINT

THE Chest X-Ray Survey Mobile Unit will visit the Mint on Thursday, June 2, 1966, and will be stationed in the Mint courtyard.

Employees on the 12:00 Mid. to 8:00 A. M. shift will be X-Rayed beginning at 8:00 A. M. and will be scheduled first. Supervisors will notify employees on the 8:00 A. M. to 4:00 P. M. shift when to report.

Employees on the 4:00 P. M. to 12:00 Mid. shift will be X-Rayed beginning at 3:00 P. M.

Those required to remain after the completion of the shift or those required to report early for this service must do so on their own time. This service is free, and all employees are urged to take advantage of this opportunity.

\*\*\*\*\*



## PROMOTIONS IN APRIL

THE following promotions became effective in April. Congratulations to these deserving employees and best wishes for future advancement.

From Die Setter to Asst. Fmn. in Proof Coin & Medal Production Sec., Coining Division, effective 4-10-66:

RUSSELL J. NOLL

From Machine Operator Rolling & Cutting Sec., Coining Division, to Sheet Metal Worker in Plumbing Shop Sec., Building & Mechanical Division, effective 4-10-66:

SAMUEL M. PETRILLE

From Helper (General) to Machine Operator in Rolling & Cutting Sec., Coining Division, effective 4-10-66:

RONALD W. BROOKS  
BERNARD CALDWELL JR.  
MARIO J. FELICIANI  
ALFRED A. FUSCELLARO  
ARTHUR E. HUESSER  
ANGELO V. LA GRECA  
EDWARD LANE  
RICHARD W. LELAND  
RUSSELL S. PATTERSON  
RICHARD H. REINHARDT  
JOHN ROMANO  
CHARLES M. SOKOWSKI

From Medal Maker "B" to Medal Maker "A" in Proof Coin & Medal Production Sec., Coining Division, effective 4-24-66:

FRANK C. COOK

From Die Maker "B" to Die Maker "A" in Stamping Die Sec., Engraving Division, effective 4-24-66:

WILLIAM A. DAVIS  
SAVERIO MECCA

## RALPH N. WATKINS

\*\*\*\*\*

### MINORITY GROUP HIRING SHOWS GROWTH IN 1965

THE Bureau of the Mint was pleased to report a significant growth in minority group employment in its year-end report to Employment Policy Officer Robert A. Wallace.

The Mint experienced a 37.8% growth in total personnel in calendar year 1965. This growth came about as a result of extensive efforts to combat the national coin shortage which was critical early in 1965. The Mint took advantage of this opportunity to increase the percentage of Negro employment from 19.7% to 23.4% of the total employment.

More than 98% of the increase in total personnel took place in the Philadelphia and Denver Mints and the New York Assay Office. Negro employment in these institutions increased from 30.4% to 34.8% in Philadelphia, from 23.1% to 31.2% in San Francisco, and from 7% to 10% in Denver.

Director of the Mint, Eva Adams, in a memorandum submitting the statistical report to Wallace, pledged the Mint to even greater efforts to further the objectives of the Equal Employment Opportunity Program in utilizing the skills of qualified minority group members to fill vacancies in the Bureau of the Mint.

\*\*\*\*\*

Dollars invested in U. S. Savings Bonds remain outstanding about seven years. Americans own over \$49 billion worth of E and H Bonds.

\*\*\*\*\*



## WORKERS NEEDED URGENTLY IN THE MINT

THE Mint has an urgent need to fill vacancies in the following categories:

MACHINIST  
DIE MAKER  
MACHINE TOOL OPERATOR  
TOOL AND DIE HARDENER

Mint employees who know of any persons qualified for the above positions are asked to inform them of these opportunities. Interested applicants should report to the Personnel Office any time between the hours of 8:30 A. M. and 4:00 P. M.

\*\*\*\*\*

## WHERE TO REPORT IN THE EVENT OF AN ATTACK

EMPLOYEES are reminded of their responsibility to go to the nearest Post Office following an attack on the United States and register as a Federal employee. C.S.C. Forms 600 have been pre-positioned at Post Offices for purposes of registering Federal Employees and utilizing their services following such an attack. Please bear in mind that this reporting procedure is applicable only under emergency conditions.

\*\*\*\*\*

## THE STORY OF A NICKEL

I am a nickel . . . . . and there's really quite an interesting story about me. As the five cent piece, I was born in 1864 and looked very different then. My face was a shield, liberty head and an Indian head before Mr. Jefferson. I am comprised of an alloy of 75% copper and 25% nickel.

According to the Federal Reserve Bank, my buying power today is about 3.98 cents compared to 1947. If you used me 25 years ago, I would have

purchased twice as much as I do today. This is the result of an invisible force called "inflation". Since 1955, the U. S. Government has coined 830 million brothers for me. Gee, way before that I remember when I was good for a beer or a good cigar or a big bag of candy or even a trip to the movies. I'm just a little fellow now, but I go over mighty big in church.

\*\*\*\*\*

## MEASURE OF A MAN

I wish I were big enough to honestly admit all my shortcomings; broad enough to accept flattery without it making me arrogant; tall enough to tower above deceit; strong enough to treasure love; brave enough to welcome criticism; compassionate enough to understand human frailties; wise enough to recognize my mistakes; humble enough to appreciate greatness; staunch enough to stand by my friends; human enough to be thoughtful of my neighbor and righteous enough to be devoted to the laws of God.

G. T. Taggart

\*\*\*\*\*

## SOMETHING TO THINK ABOUT

Some persons are left to shift for themselves; others get instructions from the back seat.

How can the other fellow be so bullheaded and wrong when we are bighearted enough to show him our way.

There's one consolation about both life and taxes: when you finish one, you're through with the other.

Many a man thinks he is following his natural bent, when he is just too lazy to straighten up.

There is always free cheese in a mousetrap, but you never saw a happy mouse there.

Everything is much simpler these days -- instead of solving a problem you just subsidize it.



*Manning*



AT PHILADELPHIA

RECEIVED

JUL 1 1966

OFFICE OF  
SUPERINTENDENT  
S. MINT AT DENVER

VOL. IV, NO. 6

U. S. MINT

JUNE 1966

### MINT EMPLOYEES HONORED

THE following awards were presented this month by Mr. Sura:

A group award of \$200 each was given to Clarence Donovan, Guard Supervisor and Guards Thomas Dark, Robert Davis, John Grinnan and John Mertz. The citation accompanying the monetary awards noted particularly their outstanding performance in the areas of safety, security, and public relations.

THE following employees received cash awards for beneficial suggestions:

John W. Klatt received \$75 for suggesting the use of metal epoxy in the seams of storage tanks.

Russell Noll suggested the replacement of rags covering hoppers of sanding machines with a plastic cover and received \$15.

Walter Tempalski suggested a replacement of the air hose on the LeBland Lathe. Award of \$15.

William Borecky suggested a change in the location of a clocking station for safety reasons. Award of \$15. He also received a \$15 award for suggesting the use of a plexiglass receptacle to protect hubs.

Alfred Woodson received two \$15 awards for

suggesting a new mounting for grease guns and the replacement of wooden storage boxes by metal containers in the Coin Press Section.

William Caranfa received \$15 for suggesting the replacement of the present door between the Upsetting Section and the Highlift Worksaver Charging Room by an overhead sliding metal door.

A cash award of \$45 was given to Willie C. Washington, John Johnson and Joseph McGady for their suggestion to bolt together, instead of clamping, the rolling rack which passes in and out of number one and two annealing furnaces.

\* \* \* \* \*

### EMPLOYEE EVALUATION

AN important factor in the Mint's Promotion Plan is the evaluation made by the supervisor. Everyone who applies for a vacancy is evaluated by the immediate supervisor on a form especially prepared for this purpose. The evaluation made by the immediate supervisor is reviewed by the Head of the Division and forwarded to the Personnel Division.

The only part the Personnel Division plays in this process is to translate the evaluation into numerical scores. The numerical score determines the applicant's place on the cer-



tificate and it is from this list of eligibles that the Head of the Division, where the vacancy is located, makes his selection.

\* \* \* \* \*

## SAFETY

FOR the past four months, work and planning has been going on for the updating of the fire drill. New extinguishers have been received and spotted and are now being mounted. New location markers and extinguisher class markers are on order.

When the extinguishers are mounted, the fire brigade will have periodic meetings to acquaint them with the new items and locations. When this is done, we will be able to hold scheduled fire drills.

Evacuation plans for fire or other emergencies have not changed. One blast of the siren means that the fire brigade will report to their stations. Two blasts of the siren means that all other employees will go to their evacuation stations by the most expeditious route. Employees from the 1st, 2nd, and 3rd floors will go to the lobby and employees from the basement will go to the courtyard. Three blasts of the siren is reserved for air raids and means that all employees will go to the vault areas. No definite places are assigned in this area, but members of the Guard Force will "direct traffic" as required.

During any drill, it is expected that employees will go to their assigned stations in an expeditious manner. However, undue haste or running will only cause needless confusion and accidents thereby defeating the purpose of the drill. So in the event of a drill, don't delay - but do be orderly.

If you use a fire extinguisher, notify the Safety Officer immediately so that the unit

can be recharged. It is a dangerous - and forbidden - practice to place a used extinguisher onto its rack before it has been inspected and recharged. Except for use, fire extinguishers should not be moved without the knowledge and consent of the Safety Officer.

But remember - fire extinguishers, fire brigades, and fire drills can never replace common sense fire prevention. Please do your part in preventing fires.

\* \* \* \* \*

## VETERANS PREFERENCE ACT AMENDED

CONGRESS recently amended the Veterans Preference Act by adding another category of preference eligibles. The new category includes all honorably separated members of the Armed Forces who have served on active duty (other than for training) for more than 180 consecutive days after July 1, 1955. Specifically excluded is service as a six-month Reservist or Guardsman.

The preference provision of the bill was effective upon enactment and requires the Mint to take implementary action to assure that those coming under the new provision of the Act receive preference in connection with employment and other types of personnel action.

All persons who are included in this new group of eligibles should submit a Veteran Preference Claim (Standard Form 15) to the Personnel Office immediately. The Form 15 may be obtained from Division Heads or the Personnel Office. This is an important change to the employment status of those entitled to preference and the Standard Form 15 should be submitted as soon as possible.

\* \* \* \* \*

Getting up in the morning is largely a matter of mind over mattress.



## NEW MACHINIST EXAMINATION

OUR Board of Examiners has announced an examination for Machinist. To be qualified, an applicant must have completed an apprenticeship of four years in the machinist trade, or have had four years of practical experience in such trade the substantial equivalent of such completed apprenticeship.

THIS is an open, continuous examination and applications will be accepted until our needs are met. Announcements of the examination have been posted on all bulletin boards and applications are available at local post offices. Mint employees may pick up forms in the Personnel Office.

\* \* \* \* \*

## WORKERS URGENTLY NEEDED

THE Mint has an urgent need to fill vacancies in the following categories:

MACHINIST  
TOOL AND DIE HARDENER  
PLUMBER

ALSO needed are Occupational Health Nurse, GS-6 and Chemist, GS-9. These two positions are available only for those currently employed in the Federal Government or who have eligibility for reinstatement.

MINT employees who know of any persons qualified for the above positions are asked to inform them of these opportunities. Interested applicants should report to the Personnel Office any time between the hours of 8:30 a.m. and 4:00 p.m.

\* \* \* \* \*

A stranger is a friend who does not yet know us.

\* \* \* \* \*

## SPECIAL MINT SETS FOR SALE

THE Special Mint Sets currently being manufactured at the San Francisco Mint are now on sale at the Medal Sales Office. These sets are made from specially prepared and polished blanks and struck on high tonnage presses with polished dies. The set sells for \$4.00 and sales are limited to ten to a customer.

\* \* \* \* \*

## \$1,000 A YEAR FOREVER

HERE is an old idea in a little different dress. If you save a thousand dollars a year for 16 years and it earns 4 1/2%, you may then start drawing out \$1,000 a year forever without reducing your balance. The same principle applies, of course, to any amount of money: save \$500 a year for 16 years and you can withdraw \$500 a year indefinitely.

THE important thing to realize is that it pays to start saving small amounts as early as possible and let your dividends do most of the work. It can provide an extra cushion against misfortune and reverses and in most cases additional security in old age. One of the easiest way to do this is regular payroll deductions for U. S. Savings Bonds.

\* \* \* \* \*

## A SHORT SHORT STORY

"Insignificant," said the victim.

"Infection," said the doc.

"Incredible," sighed the mourners.

"In Peace," says the granite block.

\* \* \* \* \*



## PROMOTIONS IN MAY

CONGRATULATIONS are due the following employees who were promoted in May:

From Pressman to Die Setter in the Coining Division, effective 5-25-66:

RALPH BAYLIS  
JOHN BOLAND  
LAFAYETTE HOPKINS

From Helper (General) to Machine Operator in the Coining Division, effective 5-22-66:

JOHN BERNEK  
ERNEST BOTTOMER  
BERNARD BYRNE  
ALBERT DAVEY  
LAWRENCE JORDAN  
EDWARD TAYLOR

From Die Maker "B" to Die Maker "A" in the Engraving Division, effective 5-8-66:

SYDNEY COHEN  
JOHN GIORDANO  
STANLEY JACKSON  
JOSEPH KENNEDY  
CLARENCE LAWS  
FRED LINDNER  
PEDRO MARTINEZ  
RAYMOND MURRAY

From Supervisory Production Controller (General), GS-9 to Supervisory Production Controller (General), GS-11 in the Coining Division, effective 5-8-66:

ELWOOD BRUCE  
JACK MILLER

\* \* \* \* \*

## MINIMUM STANDARDS

THE Treasury Department has established minimum standards of conduct required of all its employees. Personnel of the Treasury Department are expected to adhere to standards of behavior that will reflect credit upon the Government. The Department takes a positive and reasonable approach to the matter of maintaining the high standards of conduct necessary in the transaction of Treasury activities.

THE laws, rules and regulations of conduct covering such subjects as conflicts of interest, political activity, gifts or gratuities given to employees, outside employment, and other phases of activity which may be matters of concern to Treasury employees, are set forth in Chapter 735 of the Treasury Personnel Manual. Each employee in the Mint is required to know the standards of conduct and their application in his case; to seek information from his supervisor in case of doubt or misunderstanding on the application of the standards; to adhere to the standards of conduct; and to be aware of the consequences of violation of the laws, rules, and regulations in regard to conduct. Copies of Chapter 735 are available in pamphlet for all employees of the Bureau of the Mint. They may be obtained in the personnel or administrative offices.

\* \* \* \* \*

THE Fourth of July is rapidly approaching--a holiday to celebrate our freedom. While you're out-of-doors enjoying the scenery, take the time to be careful to preserve its beauty. Mrs. Lyndon Johnson set a high standard for all of us when she wrote recently, "For me the love of beauty is a command to preserve it. That is why I feel compelled to do what I can to enlarge and enhance the beauty around us -- where we work, where we live, and where we play.....".

\* \* \* \* \*



# INSURANCE POLICIES PAID IN FULL

MR. Daniel Costanzo, Head of the Accounting Division, has reported that fifty-three employees had accumulated a thousand hours or more sick leave at the beginning of the 1966 year. This is a wonderful record and the following employees are to be congratulated on having acquired these paid-up insurance policies that will see them through many months of illness in the event such leave is needed.

<u>WAGE BOARD</u>	<u>HOURS</u>	<u>GRADED</u>	<u>HOURS</u>
Henry Frazier	1874	Frank Gasparro	2119
Joseph Tomaszewski	1832	Harry Stern	2088
Lenard Brown	1822	Daniel Costanzo	2078
Francis Spizzirri	1762	Richard Wolf	2002
Dominick Fischett	1690	Willard Ainsworth	1993
Edwin Kuehnle	1646	Hyman Friedman	1957
Charles Strunk	1610	Elwood Bruce	1879
Ulysses Sullivan	1576	Ann Philippi	1877
Virgil Newman	1440	John Lepping	1805
Sidney Rosendorn	1431	Allen Timmons	1736
Andrew Slater	1393	Francis Breen	1628
Leonard Myers	1389	Carolyn Keefer	1616
Joseph Petrone	1374	Frank Campbell	1528
Alfred Sylvester	1328	James Beal	1424
John Peleckis	1311	Sidney Engel	1297
John Craig	1295	D. John Carr	1293
John Klatt	1268	Nicholas Marandola	1289
Walter Tempalski	1264	Emma Van Campen	1202
Joseph Lynch	1244	Clarence Miller	1136
Woodrow Amey	1189	J. Leland Myer	1130
Edward Dewees	1174	Thomas Black	1093
George Johnson	1166	Alice White	1059
Kenneth Grant	1145		
Walter Christensen	1126		
Albert Pratt	1122		
Daniel Gallagher	1090		
Flavian Sanchez	1088		
Francis Folk	1081		
Robert Schrader	1071		
Herman Vizner	1056		
Albert Scarcello	1018		

\* \* \* \* \*

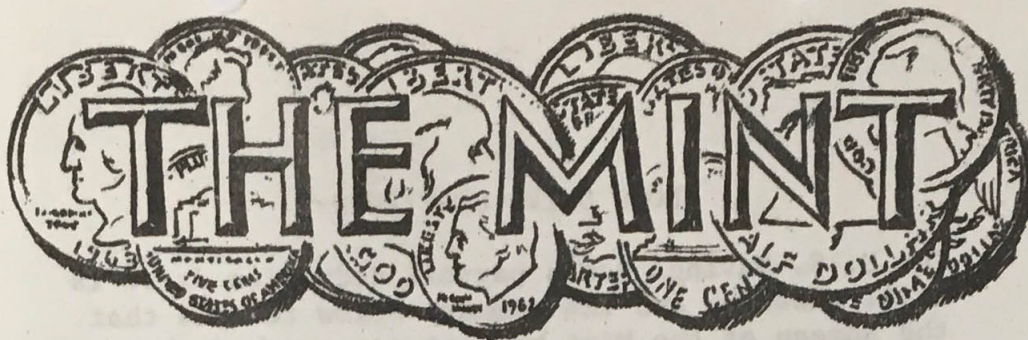
Mr. Smith and Mr. Jones were on their first plane trip. When the aircraft landed in Detroit, a small red gasoline truck raced onto the field. Later, the plane landed in Chicago, and again a small red truck sped up. Later, the same thing happened in Omaha. "This plane sure makes good time," said Smith. "Yes," answered Jones, "and that little red truck does pretty well, too."

\* \* \* \* \*

\* \* \* \* \*

Help strengthen America's Peace Power -  
Buy U. S. Savings Bonds.





## AT PHILADELPHIA

VOL. IV, NO. 7

U. S. MINT

JULY 1966

### PAY BILL APPROVED

PRESIDENT Johnson has signed a bill raising the pay of all classified Federal employees 2.9 per cent through Grade 15, effective as of July 1, 1966. Included in the measure is a provision for retirement on full annuity at age 55 with 30 years of service, or at age 60 with 20 years of service. This applies to wage board employees also.

The bill also:

Liberalizes survivor annuity benefits for future widows of Federal employees and children of deceased Federal employees;

Provides a 10 per cent increase in the annuities of widows or future widows of Federal employees who died or retired prior to October 11, 1962;

Provides for an increase in the Government's contribution to high-option health insurance by 10 per cent;

Extends health insurance coverage to children up to 22 years of age. The present maximum age is 21;

Liberalizes the overtime pay law for classified supervisory employees;

Provides Sunday premium pay at 25 per cent for classified and wage board employees;

Increases uniform allowances for Federal employees by an average of 25 per cent;

The new pay rates are provided as an insert with this copy of the Mint. Employees are requested to retain for reference purposes as no other issuance is anticipated.

\*\*\*\*\*

### FHA-ACQUIRED PROPERTIES AVAILABLE

LISTINGS of FHA-acquired property are periodically received in the Personnel Office. The listed properties are under the jurisdiction of the local FHA Insuring Office and are available for purchase subject to prior sale, rental, change in price, or removal from availability for some other reason.

The listings contain information regarding the physical condition of property, terms of sale, and other pertinent information. The listings are maintained in the Personnel Office and are available for review by interested employees.

\*\*\*\*\*



# BOND DRIVE CONTINUES

The U. S. Savings Bonds payroll deduction drive is still underway and the summary below reveals that the Bureau of the Mint has not yet reached the magic goal of 100 per cent participation. Why not use some of the additional income from the new pay raise to help attain total participation. You can not only help your Government but, at the same time, provide for other purposes such as extra security during retirement or education of your children.

JUNE 1966

Bureau - Division - Office	Number of Employees	Number Partici- pating	Percent Partici- pating in June	Standing June
Savings Bonds Division	531	531	100.00	1
Narcotics, Bureau of	449	449	100.00	1
Accounts, Bureau of	1,223	1,222	99.92	2
Secret Service	1,172	1,165	99.40	3
Office of the Secretary	790	782	98.99	4
Mint, Bureau of the	2,083	2,026	97.26	5
Internal Revenue Service	58,279	56,577	97.08	6
Public Debt, Bureau of the	1,910	1,841	96.39	7
Coast Guard, U. S.	36,297	34,667	95.51	8
Customs, Bureau of	9,149	8,537	93.31	9
Comptroller of the Currency,				
Office of the	1,671	1,528	91.44	10
Treasurer, U. S., Office of the	949	852	89.78	11
Engraving and Printing, Bureau of	2,959	2,534	85.64	12
Total .....	117,462	112,711	95.96	

WE ARE REMINDED that the cost of living in the U. S. in the 1930's was remarkable low. You could buy a loaf of bread for seven cents, prime ribs of beef for 19¢ a pound. A new deSoto standard coupe with a rumble seat was \$735. General Electric stock was going begging at \$3 a share. Of course, the average family's income was \$1,600 a year.



## PROMOTIONS IN JUNE

CONGRATULATIONS are due the following employees who were promoted in June:

From Assistant Foreman, Rolling and Cutting to Foreman, Rolling and Cutting in the Coining Division, effective, 6-19-66.

FRANK J. DEVINE

From Clerk-Typist, GS-3 to Personnel Clerk (Typing), GS-4 in the Personnel Division, effective 6-5-66.

JOANNE C. LAWLOR

From Machinist B to Die Maker B in the Engraving Division, effective 6-19-66.

ENRICO S. MALIZIA

From Helper (Trades) to Sheet Metal Worker, Building and Mechanical Division, effective 6-5-66.

THOMAS A. SCARAZZA

From Helper (General) to Machine Operator in the Coining Division effective 6-5-66.

JOHN PELLECHIA

\*\*\*\*\*

Only an American would pay for policing the whole world, then complain if he doesn't get 12 shaves on one blade.

\*\*\*\*\*

## REMINDERS

VERY few employees eligible for veterans preference under the recently amended Veterans Preference Act have responded to the article which appeared in the June issue of the Mint. Employees who have served on active duty (other than for training) after July 1, 1955 (excluding service as a six-month reservist or Guardsman) are again urged to file the Veteran Preference Claim (Standard Form 15) with the Personnel Office. A supply of the appropriate form is available in each Division Office.

\*\*\*\*\*

THE Mint Promotion Plan makes it the responsibility of each employee to keep his own personnel records current. In order that an employee may receive credit for additional training, education or experience, such qualifications must be documented in his official personnel folder. Treasury Department Qualification and Skills Updating Inventory is the title of the form to be used and may be obtained in the Personnel Office.

\*\*\*\*\*

The Safety Officer has obtained a quantity of tickets for a concert at Robin Hood Dell on Wednesday, August 3, 1966. Featured is the 110 piece U. S. Army Field Band with the Soldiers' Chorus.

Tickets may be picked up at the Guard Desk on a first come-first served basis.

\*\*\*\*\*



## TRAINING NOTES

WILLIAM T. Badger, Chemist in the Assay Division, has just returned from a two-week seminar course in Modern Industrial Spectrography at Boston College in Chestnut Hill, Mass. The purpose of the course was to explain the basic theory of spectrographic analysis of the metals which the Mint uses in the manufacture of coins.

Mr. Badger has also recently been designated Acting Supervisory Chemist when Mr. Hyman Friedman, Supervisory Chemist, is absent.

\*\*\*\*\*

IN order to meet the continuing need for Machine Tool Operators in the Engraving Division the Mint established a training program which was approved by the Civil Service Commission. Selected under the Merit Promotion Plan and scheduled to begin training as Machine Tool Operator Trainees within the next thirty days are:

Eugene Hearn, George Sparta, James Kernan, Stanley Lepczyk, Louis Kaufman, Silvino Menello, Robert DiGiovanni, John Ferrara, Stanley Fabre, John Larke, John Green, and Mitchel Goodman.

\*\*\*\*\*

As the bored child said to his father on a motor trip: "Why don't you let Mom drive? It's more exciting."

About the only thing that comes to us without effort is old age.

\*\*\*\*\*

## SUGGESTION AWARDS

CONGRATULATIONS are in order for five employees who took part in the continuing campaign to improve operations at the Mint. During the month of June, Mr. Sura presented awards to the following:

THOMAS SCARAZZA and JOSEPH VISCONTI shared a \$30.00 award for suggesting the use of sealer roller bearings to secure the handles to the scale and loading buckets for rotary furnaces.

JOHN P. JOHNSON received two \$15.00 awards. One was for suggesting a change in the control of the light switch in the Hardening Room, and the other for suggesting the relocation of the gas and air valves on hot plate and burner in the Hardening Room.

EVERETT SHAW suggested the placement of a protective guard on the Abbot Counting Machine. Award of \$15.00.

WALTER RATAJCZAK suggested the use of a double-hole die in the Upsetting Section and received \$25.00.

\*\*\*\*\*

The instalment credit people feel we can win the war on poverty with their new battle cry: "Charge!"

When a man makes his mark in the world, it means he's either successful or illiterate.

\*\*\*\*\*



## HOW TO USE A CARTRIDGE-OPERATED SODA-ACID EXTINGUISHER



Grasp the hose near the tip, swing nozzle in half circle and grasp the top ring, holding the hose and nozzle in the palm of your hand.



Remove the extinguisher from the bracket by grasping base with opposite hand and raise slightly upward, and carry to the fire in an upright position.

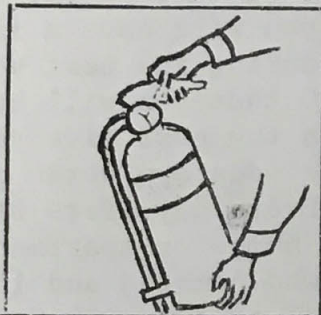


At the scene of fire, grasp handle in base with free hand, with nozzle pointing to fire. Upset with a jerking motion or bump on ground.

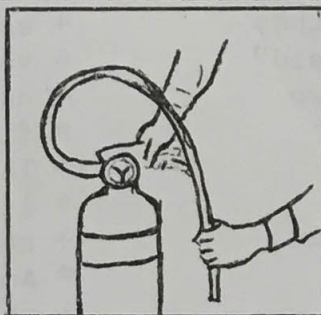


Hold extinguisher as illustrated, allowing hand holding nozzle freedom to direct stream.

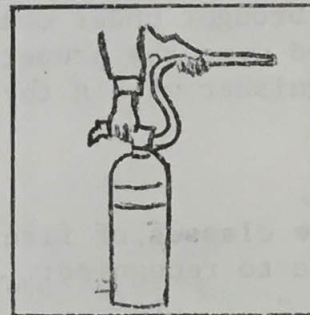
## HOW TO USE THE PRESSURIZED WATER EXTINGUISHER



Remove from wall hook.



Remove horn from clip. Pull locking pin.

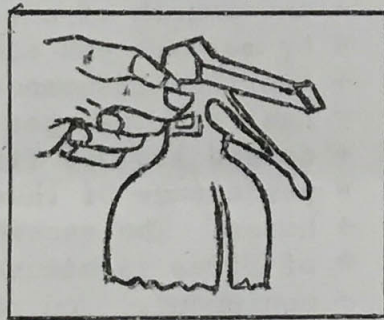


Squeeze valve. Direct discharge at base of flames.

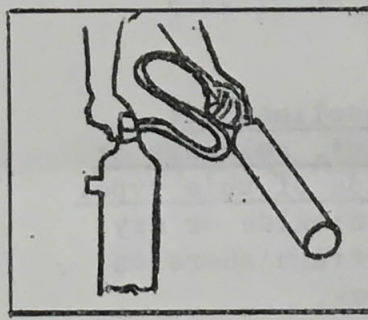
## HOW TO USE A CARBON DIOXIDE EXTINGUISHER



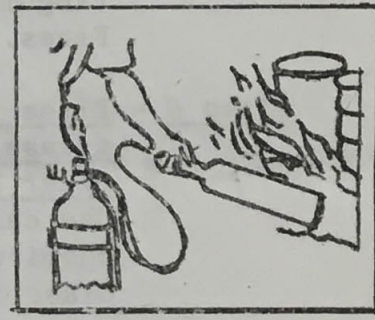
Lift from bracket; carry to fire, in right hand.



Pull locking pin; grasp insulated hose handle in left hand.

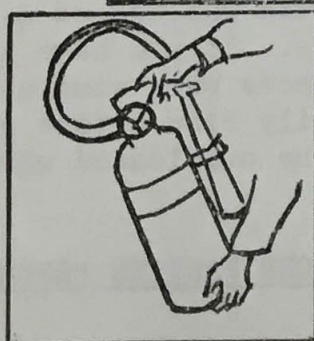


Point hose at base of fire.

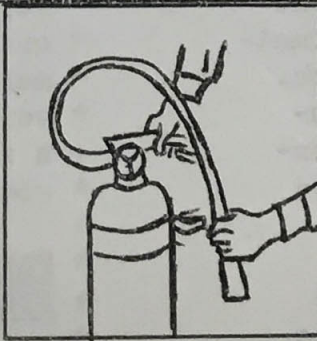


Squeeze grip (or on other types, pull trigger or twist valve to open).

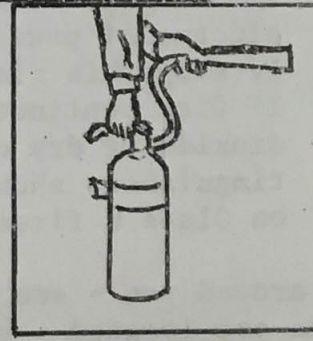
## HOW TO USE THE PRESSURIZED DRY CHEMICAL EXTINGUISHER



Remove from wall hook.



Remove horn from clip. Pull locking pin.



Squeeze valve. Direct discharge at base of flames.



## FIRST AID FOR FIRES

EVERYONE should be able to recognize the different types of fires and know the proper type of fire extinguisher to put out each kind of fire.

In case of fire, you may be the only person nearby to use an extinguisher. In an ordinary combustible, fire can multiply itself fifty times in eight minutes. In oil, grease, paint and other highly flammable substances, even seconds are important. Most fires start small and can usually be brought under control if they are attacked with the proper "first aid" fire extinguisher within the first two minutes!

Here are the classes of fire which we should learn to recognize:

Class A - Fires in wood, paper, textiles, and other ordinary combustibles.

Use soda-acid or water extinguishers on Class A Fires.

Class B - Fires in gasoline, oil, grease, paint, solvents or other liquids of this type.

Use carbon-dioxide or dry chemical extinguishers on Class B fires.

Class C - Fires in live electrical equipment.

Immediately turning off the electrical power will normally stop this class of fire. If fire continues, carbon-dioxide or dry chemical extinguishers should be used on Class C fires.

Take a look around you - see where the extinguishers are located - know how to operate each type. They are all tagged as to each type. They are all tagged

as to what class of fire they are to be used on. NEVER USE SODA ACID OR WATER EXTINGUISHERS ON ANYTHING EXCEPT CLASS A FIRES!!

If you don't know how to operate each type of extinguisher, ask your supervisor to explain the use of them to you.

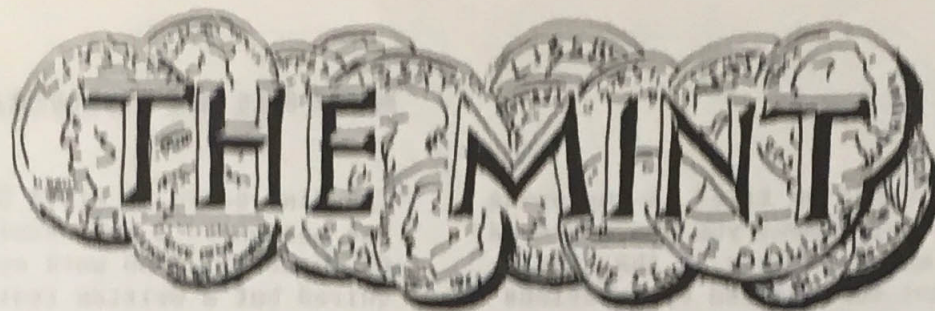
\* + \* + \* + \* + \* + \* + \* + \* + \* +  
 +  
 \* **FIRE-SAFE HOMES** +  
 +  
 \* The odds are 1 in 100, the experts +  
 + say, that you will have a fire in \*  
 \* your home during the next year - +  
 + and 1 in 20 that you will have a \*  
 \* fire within the next five years. +  
 + Think these odds are worth gam- \*  
 \* ling on? Every day, fire strikes +  
 + some 1,650 homes or apartments of \*  
 \* Americans who gambled and lost - a +  
 + yearly total of over 600,000 resi- \*  
 \* dences. Of the 11,900 Americans +  
 + who fell victim to fire last year, \*  
 \* well over half - 6,550 - died in +  
 + home fires. If you want to avoid \*  
 \* fire, bear in mind that nearly +  
 + one-fourth of all fires are caused \*  
 \* by matches and smoking, says the +  
 + American Insurance Association. \*  
 \* Last year matches and smoking +  
 + caused 155,500 fires, and a good \*  
 \* percentage of these occurred in +  
 + homes. The second largest cause \*  
 \* of fires is misuse of electrical +  
 + equipment. You can minimize this \*  
 \* fire hazard in your home by keep- +  
 + ing your appliances, lamps, ex- \*  
 \* tension cords, and sockets in good +  
 + repair. Avoid the use of multiple \*  
 \* outlet plugs. If you have too +  
 + many appliances on a single circuit, \*  
 \* you can easily blow a fuse or cause +  
 + a fire if the overloaded wires be- \*  
 \* come hot. +  
 +  
 \* PLEASE DO YOUR PART IN PREVENTING +  
 + FIRES. \*  
 \* +  
 +  
 \* + \* + \* + \* + \* + \* + \* + \* + \* +



### General Schedule - Basic Per Annum Rates and Steps

GRADE	1	2	3	4	5	6	7	8	9	10	
GS-1	\$ 3,609	\$ 3,731	\$ 3,853	\$ 3,975	\$ 4,097	\$ 4,219	\$ 4,341	\$ 4,463	\$ 4,585	\$ 4,707	\$122
Old	3,507	3,626	3,745	3,864	3,983	4,102	4,221	4,340	4,459	4,578	
Incr.	102	105	108	111	114	117	120	123	126	129	
GS-2	3,925	4,058	4,191	4,324	4,457	4,590	4,723	4,856	4,989	5,122	133
Old	3,814	3,943	4,072	4,201	4,330	4,459	4,588	4,717	4,846	4,975	
Incr.	111	115	119	123	127	131	135	139	143	147	
GS-3	4,269	4,413	4,557	4,701	4,845	4,989	5,133	5,277	5,421	5,565	144
Old	4,149	4,289	4,429	4,569	4,709	4,849	4,989	5,129	5,269	5,409	
Incr.	120	124	128	132	136	140	144	148	152	156	
GS-4	4,776	4,936	5,096	5,256	5,416	5,576	5,736	5,896	6,056	6,216	160
Old	4,641	4,797	4,953	5,109	5,265	5,421	5,577	5,733	5,889	6,045	
Incr.	135	139	143	147	151	155	159	163	167	171	
GS-5	5,331	5,507	5,683	5,859	6,035	6,211	6,387	6,563	6,739	6,915	176
Old	5,181	5,352	5,523	5,694	5,865	6,036	6,207	6,378	6,549	6,720	
Incr.	150	155	160	165	170	175	180	185	190	195	
GS-6	5,867	6,065	6,263	6,461	6,659	6,857	7,055	7,253	7,451	7,649	198
Old	5,702	5,894	6,086	6,278	6,470	6,662	6,854	7,046	7,238	7,430	
Incr.	165	171	177	183	189	195	201	207	213	219	
GS-7	6,451	6,664	6,877	7,090	7,303	7,516	7,729	7,942	8,155	8,368	213
Old	6,299	6,476	6,683	6,890	7,097	7,304	7,511	7,718	7,925	8,132	
Incr.	182	188	194	200	206	212	218	224	230	236	
GS-8	7,068	7,303	7,538	7,773	8,008	8,243	8,478	8,713	8,948	9,183	235
Old	6,869	7,097	7,325	7,553	7,781	8,009	8,237	8,465	8,693	8,921	
Incr.	199	206	213	220	227	234	241	248	255	262	
GS-9	7,696	7,957	8,218	8,479	8,740	9,001	9,262	9,523	9,784	10,045	261
Old	7,479	7,733	7,987	8,241	8,495	8,749	9,003	9,257	9,511	9,765	
Incr.	217	224	231	238	245	252	259	266	273	280	
GS-10	8,421	8,709	8,997	9,285	9,573	9,861	10,149	10,437	10,725	11,013	288
Old	8,184	8,464	8,744	9,024	9,304	9,584	9,864	10,144	10,424	10,704	
Incr.	237	245	253	261	269	277	285	293	301	309	
GS-11	9,221	9,536	9,851	10,166	10,481	10,796	11,111	11,426	11,741	12,056	315
Old	8,961	9,267	9,573	9,879	10,185	10,491	10,797	11,103	11,409	11,715	
Incr.	260	269	278	287	296	305	314	323	332	341	
GS-12	10,927	11,306	11,685	12,064	12,443	12,822	13,201	13,580	13,959	14,338	379
Old	10,619	10,987	11,355	11,723	12,091	12,459	12,827	13,195	13,563	13,931	
Incr.	308	319	330	341	352	363	374	385	396	407	
GS-13	12,873	13,321	13,769	14,217	14,665	15,113	15,561	16,009	16,457	16,905	448
Old	12,510	12,945	13,380	13,815	14,250	14,685	15,120	15,555	15,990	16,425	
Incr.	363	376	389	402	415	428	441	454	467	480	
GS-14	15,106	15,629	16,152	16,675	17,198	17,721	18,244	18,767	19,290	19,813	523
Old	14,680	15,188	15,696	16,204	16,712	17,220	17,728	18,236	18,744	19,252	
Incr.	426	441	456	471	486	501	516	431	546	561	
GS-15	17,550	18,157	18,764	19,371	19,978	20,585	21,192	21,799	22,406	23,013	607
Old	17,055	17,645	18,235	18,825	19,415	20,005	20,595	21,185	21,775	22,365	
Incr.	495	512	529	546	563	580	597	614	631	648	
GS-16	20,075	20,745	21,415	22,085	22,755	23,425	24,095	24,765	25,435	-----	670
Old	19,619	20,297	20,975	21,653	22,331	23,009	23,687	24,365	25,043	-----	
Incr.	456	448	440	432	424	416	408	400	392	-----	
GS-17	22,760	23,520	24,280	25,040	25,800	-----	-----	-----	-----	-----	760
Old	22,217	22,994	23,771	24,548	25,325	-----	-----	-----	-----	-----	
Incr.	543	526	509	492	475	-----	-----	-----	-----	-----	
GS-18	25,890	-----	-----	-----	-----	-----	-----	-----	-----	-----	
Old	25,382	-----	-----	-----	-----	-----	-----	-----	-----	-----	
Incr.	508	-----	-----	-----	-----	-----	-----	-----	-----	-----	





## NEW DIVISION FORMED

THE Mint organization has been augmented with the establishment of an Engineering Division. The functions of the new Division will be in the areas of design, production, installation, and maintenance as well as the development of new or significantly advanced equipment. The primary accent will be on the engineering problems involved in the operation of the new Mint.

To direct this new Division, the Mint has obtained the services of Mr. Harry P. Landsiedel. Mr. Landsiedel, a professional engineer, comes to the Mint after many years of Federal service. He was employed at the Naval Air Engineering Center from 1940 to 1955. Since 1955 he has served at the Naval Air Test Facility in Lakehurst, N. J., where he headed the Engineering Services Division.

Further additions to the staff of the Engineering Division will be made in the near future. The Division is expected to be fully operational by the end of 1966.

## \*\*\*\*\* ONE-STOP JOB INFORMATION CENTER OPENED

A new Interagency Board of U. S. Civil Service Examiners is located at 128 No. Broad Street, Philadelphia. It serves Federal agencies throughout Eastern Pennsylvania and Camden County, N. J. The one-stop job information center makes available at one location complete and up-to-date information on job openings and examinations in all Federal Government agencies within its area.

## FOREIGN EXPERTS STUDY HERE

THE Philadelphia Mint has been honored to host a number of representatives from foreign mints and other agencies this year.

The Consular of Israel, Mr. Ben-Yaacov, paid an official visit to the Mint on the 28th of February. He presented Mr. Burns with a proof-like set of Israeli coins.

A Group of South Korean Government officials were here in June as part of their program of intensive study of management procedures in our Federal Government.

And in mid-August we had three Frenchmen from the Paris Mint with us. They were very interested in the technical aspects of our production plant and in the metal treatment operations planned for our new mint. The men--Messieurs A. Bègue, J. Tessier, and Albert Mortin--also visited Mint Bureau headquarters in Washington and planned to visit the Denver Mint facilities before they returned to France.

We have had many foreign visitors in addition to those dignitaries since the beginning of last year. Most of the foreign tourists were from Canada, Great Britain and Australia, but many were from non-English speaking countries. Germany, Switzerland, and France were the most highly represented of the European nations. We also had visitors from most of the Central and South American countries and the Near and Far East.



## BAD DEBTS

DO you pay your debts on time? As employees of the Treasury Department you are expected to handle your money matters so that the Government is not embarrassed by questions from the people to whom you owe money. Too many calls and letters about your debts are coming here to the Mint. This is a situation that cannot continue.

Employees are reminded that these personal obligations must be taken care of without further inconvenience to the Mint. Those employees who habitually fail to pay their debts as contracted will be considered doubtful employment risks and will be removed. All Division Heads and Supervisors are also reminded that they are not to call employees off the job in order to answer telephone calls from creditors.

\*\*\*\*\*

## NO EXCUSE TO REFUSE WORK!!

HERE is a question that arises repeatedly. Can I refuse to accept assignments of work because they are not described in my official position description?

The answer is very emphatically "NO!!"

An employee's position consists of the duties and responsibilities assigned him by his supervisor. The position description does not prescribe what an employee may be required to do; it describes what he has been assigned to do.

Duties may be added or taken away as necessary. The fact that a task is or is not at the moment shown on the position description does not restrict the supervisor, nor is an employee justified in refusing to carry out the assignment solely because it is not in his position description.

If the assignment is of a continuing nature, the position description should be amended to include it.

## NEW HELPER (GENERAL) EXAM

THE Mint Board of Civil Service Examiners has announced a new examination for Helper (General). No work experience is required but a written test will be given.

The register established by this examination will be combined with the previous examination, PH-32-1 (1966). Employees who established eligibility under that examination need not refile in the new examination.

Announcements of the examination have been posted on all bulletin boards and 5000 AB application cards are available at local post offices. Mint employees may obtain forms in the Personnel Office.

\*\*\*\*\*

## NEW FACES

A HEARTY WELCOME to the new employees who started at the Mint during July.

Clerk-typists Miss Libby Ruben and Mrs. Jennie Sternberg are working in the Correspondence Section, and Miss Maria Santucci is returning to us to work in the Mail and Records Section.

The Building & Mechanical Division added seven men to their rolls: Frank Schmuck (Carpenter), Melvin W. Heyworth (Electrician "A"), and five Helpers (General) -- John Cassidy, Eugene Christmas, Mario Girardo, Dominic D'Angelo and William Dowd.

The addition of 10 Helpers (General) and 4 Selectors has further swelled the roll of the Coining Division:

### Helpers (General)

Ronald E. Anderson, Thomas Batcho, Frank R. Booker, George Boyd, Marc Bugis, Louis Capozzoli, William T. Clark, Charles E. Cooper, Patrick Finn and James P. Robinson.

### Selectors

Miss Juanita Baxter, Mrs. Mary F. Cooper, Mrs. Alma Monroe and Miss Carmenta Smith.



## PROMOTIONS

CONGRATULATIONS to those who earned promotions during the past month. Their excellent example will be encouraging to others who wish to advance.

Mrs. Anna Mae Rhodesside to Payroll  
Supervisor, GS-7.

James R. Beal to Mail and File  
Supervisor. GS-4.

Leonard Levin to Physical Science Technician, GS-7.

John Fuscellaro, Robert Hovland, Charles Rich, and Lester Lightfoot to Machine Operator, Cash & Deposits Division.

Joseph S. Supino to Assistant Foreman  
in the Coin Press Section.

Clarence Dixon, Thomas Cooper and Robert Howie to Machine Operators ( R & C ).

\* \* \* \* \*

## SERVICE PINS

ELEVEN Mint employees earned service pins during July and August. They have served for a total of 270 years.

FIFTEEN years of service:

Samuel J. Masci

J. Leland Myer

William H. Price

TWENTY years of service:

Walter R. Christensen

TWENTY-FIVE years of service:

## Lenard Brown

John W. Hale Jr.

Darwin J. Young

THIRTY years of service:

Anthony Dougherty

Thaddeus Mackiewicz

Virgil H. Newman

Joseph E. Scanlan

TEMPORARY PROMOTIONS in the Coining Division were received by:

Peter Capozzoli, Frank Madert and William Whitmore to Assistant Head Annealers.

Anna Christinziano, Naomi McLean, Elizabeth Fraley, Olivia Jordan, George Hanna, Josephine Ramsay, Paul Styer, and Alma Vaughn to Assistant Foremen in the Counting, Reviewing and Automatic Scales Section.

**James Hughes and William McKeown, to Assistant Head in Process Weigh Section.**

Edward Fenn, Joseph Galiano and Daniel Gallagher to Assistant Foremen, Rolling and Cutting Section.

Charles Roman and James Young to Assistant Heads in the Upsetting Section.

**AND WE THINK OUR MONEY  
DOESN'T LAST LONG!!**

TWO unusual coins were born during the Civil War, but they didn't live long. A two-cent piece was issued from 1864 until 1873, and a three-cent piece was produced for only the single year of 1865.

The two-cent piece is distinguished as the first U. S. coin to bear the motto "In God We Trust," while the three-cent piece was our first "nickle" coin. Apparently someone didn't think any more of the buying power of that nickle than we think of ours, for in the following year the five-cent "nickle" piece was issued instead of the three-cent piece.



## GET IN THE BALL GAME

HOW would you like to bat a home run?  
You can with Series E Savings Bonds.

FIRST BASE -- the interest return of  
4.15 % which you get.

SECOND BASE -- for the way you're help-  
ing Uncle Sam pay for medicare,  
aid to education, Viet Nam and  
other foreign aid.

THIRD BASE -- yours on team strength--  
your money is safer with the  
power of the U. S. Government  
backing it.

Before you try to steal HOME  
relax, Remember, you can hold on  
to these bonds until you want to  
cash in. Ready to try now?

SAFE AT HOME! You got a bonus boost be-  
cause you knew that you could re-  
port your interest income liabil-  
ity whenever you want. (You have  
to report interest on savings ac-  
counts every year, remember?),  
and you don't have to pay state  
and local taxes on Series E Bonds.  
(You do have to pay them on other  
investments such as savings ac-  
counts).

HOW'S your Savings batting average? You  
can't beat the fellow with Bonds, so why  
not join the team.

Modern parents being confronted by their  
teenage son:

"I know that you're going to  
think I'm a spoiled brat, but I want both  
of you to clear out of this house by to-  
morrow morning."

"Any needle knows that the trick is to  
keep in the groove without getting into  
a rut."

## MINT EMPLOYEES HONORED

OUTSTANDING performance awards were pre-  
sented by Mr Sura to the following em-  
ployees during July and August.

In the Coining Division, awards of \$200  
each were received by Alfred R. Keaton,  
Ronald Davis, Ralph Baylis, Vincent A.  
Frese, Richard Grzeskiewicz, Floyd Haley,  
Lafayette Hopkins, Anthony J. Scarpa,  
Keith C. Shaffer, Carman A. Spadafora,  
James A. Verbaro, and Percy Wilkins.

Quality step increases were awarded to  
Thomas E. Power, Superintendent's Office,  
Reuben Skulsky, Accounting Division, and  
Nicholas Marandola and Charles H. Sampson  
of the Guard Section.

Mrs. Ella M. Weaver, Correspondence Sec-  
tion Supervisor, received \$200. Mrs.  
Jane Perry, of the Personnel Office, re-  
ceived a \$25 special performance award  
for her work with savings bonds.

---

SEX  
is something everybody has, but

MONEY  
is a scarce commodity. So if your bank  
account has suffered

CORRUPTION  
and you'd just

LOVE  
to fatten it a little, it's a

CRIME  
not to take advantage of the Beneficial  
Suggestion program and possibly partici-  
pate in the

EASY LIFE  
you've always thought you couldn't quite  
afford.

---



## PROPOSED UNIFORM PAY FOR WAGE BOARD EMPLOYEES

CLASSIFIED employees of the Federal Government, with the exception of certain employees in hard-to-fill job categories, have a single pay scale, whether they are employed in New York City or Kalamazoo.

Wage Board (blue collar) employees, on the other hand, have their pay scales set by the prevailing wage paid to similar workers in private industry in the surrounding area.

A Machine Operator in the Philadelphia Mint, for example, may be paid an hourly rate entirely different from that received by his counterpart in the Denver Mint.

This will all be changed if either of two bills introduced in Congress recently is successful.

Both bills propose Civil Service-wide job standards and uniform pay scales and overtime rates for the Government's 625,000 blue collar workers.

One of the bills would set up a Federal Departmental Wage Board consisting of five members appointed by the Secretary of Labor, two of whom would represent employee unions.

Both the board and the Bureau of Labor Statistics would conduct wage surveys of prevailing private industry pay rates in metropolitan areas, at least once a year, as a guide in setting Government-wide rates.

The other bill proposes within-grade increases based on length of service, similar to the ten-step system governing the pay of classified employees.

REGISTER and VOTE!



before



September 19



on



November 8

## WEEKEND OF NO RETURN?

SOMETIMES we working people feel sorry for ourselves ... feel that we are caught up in a rat race and that nobody really cares about us. The truth is that people do care; in fact, we even have a holiday to honor the working man and woman. It is called Labor Day.

Labor day is the day designated for everyone to pay tribute to our country's real strength ... the work force, and yet, I wonder if many of us do think of the purpose of this holiday ... or do we think of it as just a long weekend?? For many, it is a weekend with no return!! Since 1947, over 11,000 people have been killed in Labor Day weekend traffic accidents!! What a horrible waste. What a horrible way to honor anyone - by killing them!!

This slaughter can be stopped. We can take certain precautionary measures that will improve our chances of returning alive. These precautions are not demanding nor are they expensive. Like nearly everything else in safety, they are mostly the application of common sense.

Keep your car in shape. Brakes, wipers, tires, lights, steering, and exhaust system should be in top condition. It may cost a little to maintain a car but can you compare this cost against the value of your life or the lives of the members of your family??

Obey traffic laws. Traffic laws are made only to help and protect us. Some people play games on the highway and try to figure out where the State Trooper is so they can speed or drive recklessly the rest of the way. These clowns not only risk a fine and loss of their license, they are risking their lives.

Drive defensively ... be ready for the other guy under any circumstance ... give the other guy a break ... adjust to conditions ... use your seatbelts at all times ... drive to stay alive.

DRIVE AS IF YOUR FAMILY WERE IN THE CAR AHEAD AND A COP IN THE CAR BEHIND.

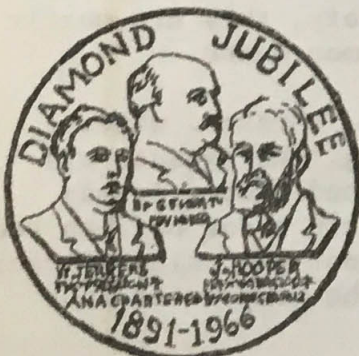


## MINT MAKES SPECIAL MEDALS

THE Medal Section has been especially busy this past month making a special medal for the 75th Anniversary of the American Numismatic Association. This medal has to be special...it's for the people whose business is to study medals and coins! To these coin experts old coins are valuable and beautiful and the writing and pictures on the coins tell them much about people who lived long before Christ did.

Here is the story of this medal.....

It began as a bill passed by Congress and signed into law by President Johnson. After production of the medal was approved, Mint artists were asked to make sketches of their ideas for the medal. Leaders in the Numismatic Association chose the designs they wanted from these sketches. The designs are by Mr. Frank Gasparro. Then the Engraving Department began its real task. FRANK GASPARRO (Chief Engraver) and EDGAR STEEVER (Sculptor & Engraver) drew the detailed designs for the two sides of the medal, as shown below.



Molds and plaster casts were made to transfer the design to metal dies, and skilled machinists cut the designs and prepared the dies for the Medal Section.

In the Medal Section the men made trial runs with the dies to find out which thickness of bronze disks to use for the medal, and the number of strikes needed to make a clear impression of the design on the disk. (Only one strike is needed to make the impression on coins, but medals often require five strikes because they are so thick. Each strike increases the difference between the background and the raised portions of the design.)

Ready at last, they began to produce the 3000 medals requested in the first order. Each medal was worked by hand. Every one had to be annealed (heated) after each strike of the die, then be dipped in a special acid bath to help the bronze metal keep its true color. The medals were carefully inspected for flaws, then hand filed on the edges and sand blasted to prepare the surfaces properly for finishing.

Finally, each one was rubbed with pumice stone to highlight the raised portions, and the edges were burnished at the lathe. A lacquer coating was applied so that the copper-like color would not dull with age. FINISHED! Ready for shipment in just one month!

\*\*\*\*\*

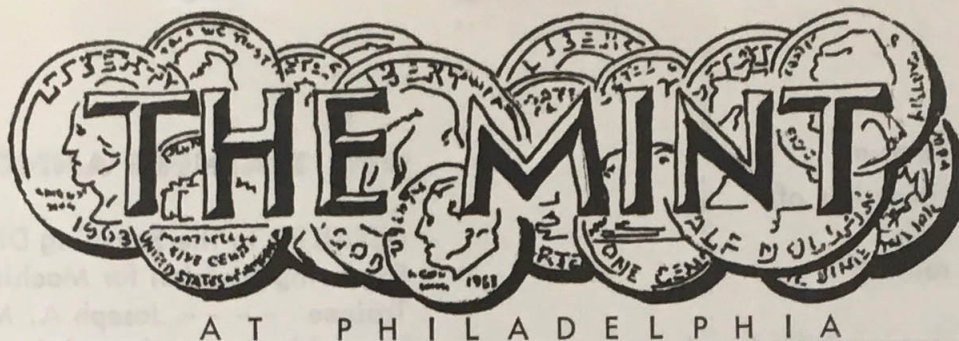
## BLOOD BANK ACCOUNTS LOW

ALMOST all employees in the Mint could be in the MINT BLOOD DONOR CLUB program, yet not even half of those eligible are enrolled. So? Only if you are an active member can you receive the benefits for your family and yourself.

When someone dear to you needs blood in a hurry, how will you get it? You could waste precious time trying to get donors to help you in an emergency. Or..... you could simply call on the Mint Blood Donors Club to give you as much as you need. Because you gave your pint when asked to (not very often), you are assured of as much of that life-giving blood as you need for your family. You've protected them.

If you're not a member, plan to become one ----for your family's sake (you can cover your parents, too). If you are a member, get on the ball! Unless you donate when your turn comes, you are not eligible for the blood when you need it! The blood mobile will be here soon. See you there!





VOL. IV, NO. 9

SEPTEMBER 1966

## MISS ADAMS TO REMAIN DIRECTOR

OF special interest to us all is the recent White House news release in which President Johnson announced that he will nominate Miss Eva B. Adams for a second five-year term as Director of the Mint. The Senate must approve this nomination, just as it confirmed Miss Adams' original appointment to the post in 1961.

Miss Adams is a native of Nevada. She received her Bachelor of Arts Degree in 1928 from the University of Nevada and taught at Las Vegas High School until 1934. In 1936 she received a Master of Arts Degree in English from Columbia University, then served as an instructor and assistant dean of women at the University of Nevada until 1939.

In 1940 Miss Adams joined the staff of Nevada's Senator Pat McCarran. She was his Administrative Assistant from 1947 until 1954. She served Senators Ernest Brown and Alan Bible (Nevada) in the same capacity until 1961.

In 1950 she received a law degree (LL.B.) from Washington College of Law, and in 1952 she was awarded a higher degree (LL.M.) in tax law from the George Washington Law School. She is a member of the Bar of Nevada and the District of Columbia, and was admitted to practice before the Supreme Court of the United States in 1954.

Miss Adams has received numerous awards and distinctions. George Washington University gave her its Alumni Achievement Award in 1962, and 1963 she was honored with the Distinguished Nevada Award. This year she received the Treasury Department's Exceptional Service Award.

\* \* \* \* \*

## NEW WAGE SYSTEM PROPOSED

THE Bureau of the Mint has instructed the Philadelphia Mint to begin the change-over process which will put all wage board jobs on a single-rate wage system by December of 1966.

In order to make sure that the new system is fair for everyone, the wage scale has been arranged so that present employees will be paid at either their present rate or at a higher rate than they now receive.

The new scale does not include the changes expected when the Wage Board makes its pay adjustment in December. The amount of that increase has not yet been determined. It will be added on to the new scale later.

The new system is an adaptation of the Army - Air Force wage system. It will make easier a shift to the uniform system that is being developed for all government employees.

In the office of each Division Head, there are copies of charts which show both the present and the proposed titles, codes, grades and rates of pay for the ungraded jobs in the Mint. You are urged to take a look at these charts and to discuss them with your division heads if you have any questions. On these charts, the word "saved" is used to indicate that the old rate of pay is retained by the person now holding a job if the new rate would be lower. This is also what "saved rates" means.

Individual employees are welcome to review their position descriptions or ask questions about the rate of pay proposed for their particular jobs in the Personnel Office before October 14, 1966.

\* \* \* \* \*



OPERATION Maximum  
Utilization of  
Skills  
Training

TODAY there are not enough skilled workers to fill the jobs open. Tomorrow the need for trained workers will be even greater. An important part of the Government's program to meet present and future needs for ever more skilled and trained workers is the drive to more fully use all of the skills and training of those already working for the Government. This is Operation MUST.

Many employees in beginning GS and Wage Board grades could advance to higher grades--where they are badly needed--if they receive proper training and encouragement to develop their skills. Operation MUST is for them.

We have several programs in the Mint which give a Helper (General) the training needed to become a Machine Tool Operator in the Engraving or Building and Mechanical Divisions or a Machine Operator in the Coining Division. There is opportunity to advance even further with more training. On-the-job training offers you the chance you need if you want to move ahead in your job. If YOU want the better jobs and pay, make it your business to learn about the programs open to you.

BUT.....don't wait until you are invited to move ahead. Discover and strengthen your own skills through schooling. If you feel that your basic education was not good enough, DO something about it--NOW. Find out where you can take free or inexpensive courses in English or Mathematics or some of the trade or technical courses you need. Just one course each term would start you toward your goal. It takes only a few hours, one day (or evening) a week and, if you feel that you aren't using all of the skills or training you now have, keep alert for job openings in the areas where you could use those skills.

## NEW TRAINEES ANNOUNCED

DETAILED to the Stamping Die Section of the Engraving Division for Machine Tool Operator Trainee - - - Joseph A. McGuigan. He began his six-months training period on July 31, 1966 along with the trainees announced in the last issue of the MINT.

A new group of Pressmen Trainees in the Coin Press Section, Coining Division, has been announced. The following employees began their twelve-month training period on August 28, 1966:

Bernard J. Byrne, Gregory Gerace, Stanley Jackson, Lawrence Jordan, John Pellecchia, Robert Pickron and Francis Vetter.

\* \* \* \* \*

## WHAT IS CHARITY?

TO the unfortunate, charity may mean their very existence.

To those of us who are fortunate enough to have good jobs and good health, charity may be a willingness to share our blessings with those less fortunate than we are.

Far too many people, when asked for a contribution for charity are apt to think "Gee, I have all that I can do now to make ends meet." This is undoubtedly true. But, think for just a minute--only 25¢ a week means \$13 a year to help someone. A quarter a week isn't very much, yet if everyone gave only \$13 a year to organized charity, there would be a lot more help for those who need it.

Charity is being generous to others.

\* \* \* \* \*

The SAFETY MESSAGE has made quite an impression on some employees. One fellow was heard to remark that we're getting so safety conscious around here that soon we will have to wear safety glasses to eat an orange! (Not a bad idea.)

\* \* \* \* \*

OCTOBER 2 - 8 is NATIONAL EMPLOY the PHYSICALLY HANDICAPPED WEEK (NEPH). THE



## SAVINGS BONDS

THERE'S A RUMOR.....that the Treasury Department may issue a new series of savings bonds with a higher interest rate than the Series E Bonds now earn. The great thing about these bonds..... for most Mint employees.....is that only those people who now have Series E Bonds will be eligible to buy the new bonds!

That's Uncle Sam's way of saying: "Thank you for buying bonds." The employees at this Mint deserve a big thanks.....97% are enrolled in the Philadelphia Mint's Savings Bond Program! That is a very good record. You can be a little smug about it, if you'd like to. You're saving the easy way (before you cash your paycheck) and you picked the safest investment there is. That's smart. Be smug.....and take advantage of the new bonds when they come out. (Hope that rumor is true.)

\* \* \* \* \*

## SOMETHING TO THINK ABOUT

Will Rogers had a gentle way of pointing out man's vanity: "I always like to hear a man talk about himself, because then I never hear anything but good."

Next to the dog, man's best friend is the wastebasket.

While money isn't everything, it does keep you in touch with your children.

The Path of Civilization is paved with tax receipts.

Might as well tell her you're not worthy of her before you marry. Gives you something to agree on afterward.

Herb: "My wife is a coin collector."

Jim: "They're all coin collectors."

Greatness consists in trying to be great. There is no other way. Albert Camus

\* \* \* \* \*

HANDICAPPED ARE AN IMPORTANT SOURCE OF MANPOWER. CONSIDER THE HANDICAPPED.

## NEW FACES

MANY new faces have appeared in the Mint crowd since the end of July. Let's bid our new employees WELCOME and hope their stay with us is long and happy.

The ASSAY DIVISION has acquired the services of John W. Gleeson as a Chemist (GS-5) and Jacob Katz Jr as a Helper (General).

Stewart V. Bailey (Welder) and Anthony J. Junktis (Plumber) have been added to the rolls of the BUILDING AND MECHANICAL DIVISION.

Robert F. Hniedziejko is the new Die Maker B in the ENGRAVING DIVISION.

Many new Helpers (General) started work in the Rolling and Cutting Section of the COINING DIVISION:

John Amorosi, Joaquina Bagley, Albert Baranek, Lloyd Burgess, Gerard R. Cannon, Glenn Dennison, Clifford Jewell, Verneace Jones, Evans Joyner, Matthew Kirby, Patrick J. Lani, Michael A. Lee, Michael A. Marro, Franklin McGrath, Craig M. Moore, Richard Roberts Jr, Laverne Ross, Minnie Strange and Alexander Tork.

The MELTING AND REFINING DIVISION (Ingot Melting Section) also took a large number of Helpers (General):

John D'Amico, William Brunner, Odell J. Brown, James F. Delk, Larry S. DeWalt, Willard C. Epps, Hercules L. Johnson Jr, George E. Jones, Bedford Lipscomb, Albert Orsatti, Patrick Panikowski, Joseph F. Sander Jr and Narlon S. Washington.

\* \* \* \* \*

Bland T. Brockenborough is the Deputy Employment Policy Officer for the Bureau of the Mint in Washington, D.C. and Edgar J. Suiter is the Equal Employment Opportunity Officer for the Philadelphia Mint. It is their responsibility to investigate individual complaints or appeals which consist of or include allegations of discrimination based on race, color or creed.

\* \* \* \* \*



## PROMOTIONS

CONGRATULATIONS to the many employees who earned promotions during August and the first part of September! It's good to see them advance.

### COINING DIVISION

#### Machine Operators

Counting, Reviewing and Automatic Scales Section: Nathaniel Brown, Ellison Hatton and Robert Monroe.

Rolling and Cutting Section: Leroy Barnes, Vincent Barbardo, Charles Brown, Elwood Brown, Richard Clark and John Panikowski.

Upsetting Section: Issah Seay

#### Pressmen

Coin Press Section: Harold Bodine, John Dolores, John Graham, Robert Hanagan, Gerald Lester and George Moffit.

#### Weigher

Process Weigh Section: Woodrow Amey

### ENGRAVING DIVISION

Stamping Die Section: Edward Walichnowski became a Die Maker "B" while Walter Christensen, Flaviano Sanchez and Walter Tempalski rose to Die Maker "A".

In the MELTING AND REFINING DIVISION three men rose to Melter "B": Garreth Jenkins, Archie Smith and Jeffery Williams.

Dennis Dougherty moved from Machine Operator to Guard (GS-4) on the GUARD FORCE.

\* \* \* \* \*

HEAR YE! HEAR YE!

Know all ye of the Philadelphia Mint:

Only your DIVISION HEADS SELECT TRAINEES AND THOSE PROMOTED. The people in the Personnel Office only do the paper work involved in recording the choices made by your Division Heads.

\* \* \* \* \*

## SERVICE AWARD PINS

THE month of JUNE almost got nudged off the calendar--we neglected to mention in the past issue those employees who earned Length-of-Service Pins during June. Here they are:

25 YEARS: Edward F. Karlinski  
Francis E. Folk  
Stephen C. Mozeleski  
Frank DeSimone  
Francis J. Spizzirri  
Carmen M. Naddeo  
Dominick V. Fischett  
Marie E. Henry

20 YEARS: Sidney A. Atchison  
George J. Buchecker

15 YEARS: George Johnson  
John F. Mertz  
Kathleen T. Ballman

Congratulations ..... and thanks for your patience.

Willard L. Ainsworth by the way, served 25 Years as of March 26, 1965. He is now well started towards the mark of thirty years service.

### AND in SEPTEMBER

Mr. Sura presented Service Pins to seven more employees, in recognition of their long years of Federal Service. Congratulations to the following:

25 YEARS: Josephine D. Brzezinski  
Joseph Buckley  
George J. Hanna  
Raymond V. Murray  
Hampton Williams

20 YEARS: Salvatore J. Danna

15 YEARS: James Murphy

\* \* \* \* \*

### CORRECTION:

In the August issue of the MINT it was incorrectly stated that Robert L. Howie was promoted. He remains a Machine Operator in the Coining Division.



## PERFORMANCE AWARDS PRESENTED

MR. Sura presented nine Sustained Superior Performance Awards to Mint employees last month in recognition of their fine performance records. We can be proud to have these people working in this Mint.

A group award went to John Lewis, Cosmo Cassiano, Anthony Dougherty, George Powell, Thomas Magerman and Joseph Supino of the Coining Division. Each man received \$200.00 and a handsome certificate from the Director of the Mint, Miss Eva Adams.

Mrs. Janet Ahndt, Mrs. Flora Mirsch, and Miss Elizabeth Schoenek, of the Coining Division Office, received Quality Step Increases for their services.

\* \* \* \* \*

## SUGGESTION AWARD WINNERS

SUGGESTION awards and checks were recently presented to the following Mint employees:

Mrs. Louise Lawrence (\$20)  
Miss Fannie T. Harrison (\$15)  
Mr. Walter J. Grohowski (\$15)  
Mr. Enrico Malizia (\$15)

\* \* \* \* \*

## IMPORTANT VISITORS

WHILE all of our visitors are important, we have been especially honored to receive a visit from three representatives of the Cairo Mint recently. Our Egyptian visitors included Engineer Latif Abdel Hamid Moharren, Director General of the Cairo Mint, and his assistants, Mounir Kamel Khali Youssef and Selim Moustafa Hedayet. They were here for two days to study our Mint operations.

We also had a class of Secret Service Agents visit us for a day of instruction about coins and coin manufacturing.

\* \* \* \* \*

## ZERO DEFECTS

### SOUND Familiar?

"Hey, ZD... I don't get it. I've been here longer than you. How come you promoted and I didn't?"

Maybe Joe Blow doesn't act like he wants a promotion! He takes no pride in his work.

DO YOU?

You're missing a lot if you just put in a full day's work without getting anything out of it but a paycheck---you miss the good feeling that comes from doing your best all of the time. You miss the satisfaction of doing your work right on the first try.

You owe it to yourself and you owe it to others to work with ZD...to work with ZERO DEFECTS.

You owe ZD work to others because they deserve full value for what they pay you. After all, you expect to receive full value when you pay for a service... you expect your TV repairman and the grocery clerk to be correct, and your doctor and druggist had better not be wrong!

You owe ZD work to yourself because you not only will feel better about doing a good job, you are more likely to get that raise or promotion you want.

Don't just get it done. Think about what you are doing, and learn the correct way to do your job. Don't be afraid to ask for help and instruction. And when you know what you're doing, do it well. Work a little harder and work for ZERO DEFECTS.

\* \* \* \* \*

ON the next page is an important message from the Director of the Mint, Miss Eva Adams. Read it carefully, and take heed.

\* \* \* \* \*



AMENDMENT NO. 9 TO THE REGULATIONS FOR THE TRANSACTION OF BUSINESS AT THE MINTS, ASSAY OFFICES AND BULLION DEPOSITORIES OF THE UNITED STATES BY THE ADDITION OF SECTION II TO PART 10 OF ARTICLE XXII, EFFECTIVE JULY 1, 1963.

Section II. Coins and coinage metals, in any form, in custody of the United States Government and held by Mint offices are not available to Mint employees by sale, exchange or substitution of any kind, except that proof coin sets and uncirculated coin sets may be sold to Mint employees, after they have been completely packaged and accounted for, at the same price and under the same conditions as sets offered for sale to the general public.

No employee shall convert to his use or the use of another, any bag of coin, individual coin, coin blank or coinage metal in any form, belonging to or held by the United States Government. Unless specifically authorized, no employee shall review, examine or inspect any bag of coin, individual coin, coin blank or coinage metal in any form, for possible premium or numismatic value.

No employee shall have in his possession, outside of his usual and normal working area as dictated by approved operating procedures, any bag of coin, individual coin, coin blank or coinage metal in any form, belonging to or held by the United States Government. Unless specifically authorized for experimental purposes, no employee shall make, or attempt to make, any coin or coin blank differing in size, weight or alloy from standard prescribed by or pursuant to law.

For the purposes of this section the term "coin" includes all circulated, uncirculated, uncurrent, mutilated, imperfect coins and misstruck pieces. The term "coinage metal in any form" means all metals used in the manufacture of coins in any stage of their processing.

The authorizations referred to in this section shall be granted only by the Director of the Mint unless the Director delegates in writing to the Superintendent or Officer in Charge of a Mint office the authority to grant such authorizations. Willful violation of this section shall be cause for dismissal and prosecution under Federal statutes where appropriate.

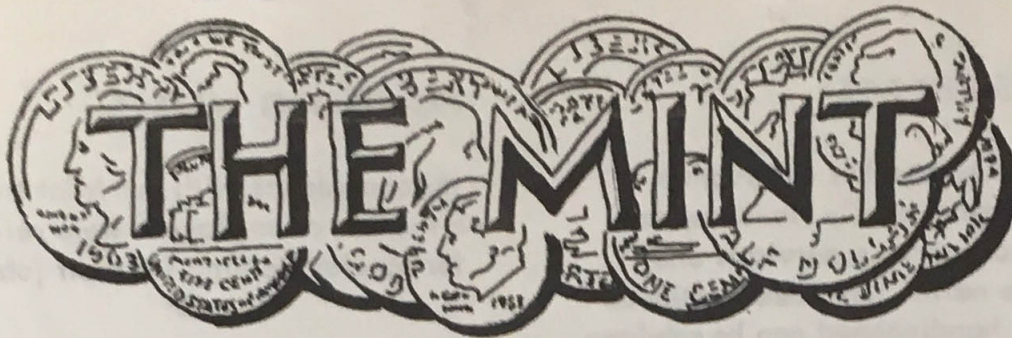
/s/

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Eva Adams  
Director of the Mint

Approved: June 26, 1963





AT PHILADELPHIA

VOL. IV, NO. 10

U. S. MINT

OCTOBER 1966

## 1966 "OPEN SEASON" ON HEALTH BENEFITS PROGRAM SCHEDULED

ALL employees enrolled in plans under the Federal Employees Health Benefits Program will have an opportunity to change their enrollment during the open season which is scheduled for November 14 - 30, 1966. At the same time those eligible employees who are not enrolled will be able to enroll in a plan.

Enrolled employees will be able to make the following changes:

- from one plan to another
- from one option to another in the same or in a different plan
- from self-only to self and family, or the reverse

Since there will be changes in either the premium rates or in the benefits in most of the plans, employees should read the instruction pamphlet and the new brochures very carefully. These new blue brochures will be distributed to all employees before November 14, 1966.

Those who do not want to make any change in their enrollment need take no action. An employee who does want to change his enrollment or who wants to enroll, must complete a new Health Benefits Registration Form and turn it in to the Dispensary no later than November 30, 1966. If an employee has a question, he should contact Miss Keefer in the Dispensary. (Ext. 33)

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## MINT VISITORS

THE summer guides have returned to college, and busloads of school children have replaced the summer tourists who came to the Philadel-

phia Mint at the rate of nearly a hundred an hour. Last summer's crowd of tourists was one of the largest we've had, despite the short season we had because of our late settlement date. From July 18 to September 9--only eight weeks--nearly 32,000 people signed the visitors' register. They came from every continent and state to view our employees and machines at work. A hot and muggy day in the middle of August was the busiest day. On August 15, we had 1,361 visitors in eight hours!

The guides, the guards, and those in the proof coin and medal sales room were kept busy trying to make the visitors' stay pleasant. Many tourists purchased souvenir medals after they had reviewed the coining operations and browsed through the coin and medal display. The sales of special medals, presidential medals and special coin sets, especially, were large.

Two distinguished parties visited the Philadelphia Mint during October. On October 17, a commercial team of union officials from Argentina observed our domestic and foreign coin production and discussed the coin shortage and the programs initiated to increase the coin supply. The Team, sponsored by the Agency for International Development (AID), under the U. S. Department of State, and by the Department of Labor's Bureau of International Labor Affairs, was also interested in medal manufacture and the movement of bullion.

On October 19-20, the Director of the South African Mint visited us to study the operations of this Mint and those planned for the new Mint. The Director, Mr. J.J. Groenewald, was here in connection with a program for the modernization of the South African Mint in Pretoria.

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## UNTAPPED RESOURCES

THIS month has marked another observance of National Employ the Physically Handicapped (NEPH) Week. Once more, supervisors and managers across the nation have been reminded that the physically handicapped can be employed, that it is not disability, but Ability that counts.

In all of its programs for helping the handicapped, the Government has stressed that the same thing is true for the mentally retarded and the mentally or emotionally handicapped; the important point is that many of these people can do the job, despite their handicaps. A close look at many jobs would show that these jobs can be adapted so that they are within the capacity of trained handicapped workers. The idea is to use the skills and training which these people do have.

This idea of NEPH Week is a key one in other programs. For example, the Government is trying through Operation MUST to make supervisors and managers more aware of the many skills which are waiting to be developed and utilized. Many workers are in positions similar to that of the handicapped: they are capable of producing more than they are producing, but their talents haven't been called upon. A valuable manpower resource is being wasted.

There are ways to improve this situation. One is to encourage employees to develop their own skills and to seek the training they need to advance. But if a worker's potential is wasted because not enough thought has been given to the real requirements for each job, a reevaluation of the requirements of each job is called for. Jobs can be tailored to free the skilled worker from tasks which the unskilled can perform equally well. The unskilled workers can then be trained to do more skilled jobs. On-the-job training programs for unskilled workers will prepare them for more skilled work. The idea of trying to fully utilize all the talents available - the idea of NEPH Week - is a good one to keep in mind all year.

\* \* \* \* \*

## TRAINING NOTES

IN accordance with our Mint training program, a number of employees were selected recently for special training for their jobs.

On-the-job training will be given to the five men who were selected for Machine Tool Operator Training in the Stamping Die Section of the Engraving Division. Those selected were: Edward Gunter, Louis Kaufman, George Sparta, George Transue and Willie Washington.

Edward Dwyer and Joseph Skasko began their second six-month detail to the Building and Mechanical Division's Machine Shop for work experience and training which will qualify them for Tool and Die Maker ratings.

Several employees attended short training sessions outside of the Mint. Mrs. Ella M. Weaver, Supervisory Clerk, and Louis R. Frederico, Senior Lieutenant of the Guards, both attended a one-day training session on "You Meet The Public" last month. The course was aimed at improving communications and contacts with the public, and was presented by the Civil Service Commission.

\* \* \* \* \*

## GOLDEN EAGLES

ALTHOUGH we don't see them around anymore, the famous "eagle" gold pieces were once very common in this country. Between 1795 and 1933, some six denominations of gold coins were issued in the United States. The more popular gold pieces included the \$10 "eagle", the "half eagle", the "quarter eagle" (worth \$2.50) and the \$20 "double eagle" piece. There were also gold \$1 and \$3 pieces for a time. Each of these coins had a Liberty head on the obverse side. The nickname of the coins comes from the eagle which was depicted on the reverse side of the pieces.

\* \* \* \* \*

## BUY BONDS

\* \* \* \* \*



## PROMOTIONS

CONGRATULATIONS to the employees who have been promoted recently! Those who advanced during late September and in October are listed below.

### COINING DIVISION

Thomas Giordano, Liston Smith and John Pasqualone rose to Machine Operator positions in the Counting, Reviewing and Automatic Scales Section.

Charles Hutchinson, Melvin Reese and Robert Todd were promoted to Machine Operators in the Rolling and Cutting Section.

Carman Spadafora and James Verbaro are now Die Setters in the Coin Press Section.

In the ENGRAVING DIVISION's Stamping Die Section, George Dragon, Dominick Fischett, Emil Kuhn, Letterio Perrine and Sidney Rosendorn were promoted to Die Maker "A" positions.

Carol Dempsey is a now Payroll Clerk (GS-5) in the Time and Payroll Section, ACCOUNTING DIVISION.

In the COINING DIVISION ----- Thomas Robitaille rose to Supervisory Production Controller (General), GS-9, while Richard Wolf rose to Supervisory Production Controller (General), GS-II.

In the OFFICE OF THE SUPERINTENDENT, Stephanie Bednarik was promoted to Secretary (Stenography), GS-5, and Ella M. Weaver was promoted to Supervisory Clerk (Head, Correspondence and Records Section), GS-6.

\* \* \* \* \*

## PERFORMANCE AWARDS

SUSTAINED Superior Performance Awards were presented by Mr. Sura to ten employees of the Philadelphia Mint during October. He commended the employees on their very fine

performance records and gave each a check to accompany their handsome certificates from Miss Adams, Director of the Mint.

A group award went to William E. Borecky, Carmen J. Cupo, Frank J. Gasiorowski and John C. Nicolardi for their work as Die Makers "A" in the Stamping Die Section of the Engraving Division. Each received \$150.

James P. Ivers and Carmen Naddeo, Assistant Foremen in the Machine Shop Section of the Building and Mechanical Division, also were awarded \$150.

Edward R. Karlinski, who is a Melter "A" in the Cash and Deposits Division, and two Melters "A" from the Ingot Melting Section ---- Mitchell L. Bradley and Edgar J. Suiter ---- received similar \$150 awards.

Louis A. Massanova, Machine Operator in the Rolling and Cutting Section of the Coining Division was also awarded \$150.

Congratulations to these fine employees.

\* \* \* \* \*

## A PLEDGE TO HELP.....

HAVE you ever received treatment at one of the clinics in a local hospital? Have you been a member of the Boy or Girl Scouts, the YMCA, YWCA, YHA, Boys' Clubs or Big Brother Association? If you have, you've been helped by someone's gift to the United Fund.

Do you admire the rescue work of the Red Cross, the work of the Salvation Army, the USO, Child Care agencies and Family Service agencies, the Legal Aid Society?

Why not give these agencies a helping hand? It doesn't take much---just give a Fair Share donation to the United Fund or to any one of the agencies in the United Fund group. You can make your pledge to help right now; just see the fellow in your section who is collecting for the United Fund.

If you've already donated, thanks.



## MISS ADAMS BEGINS NEW TERM

THE U. S. Senate gave its "advise and consent" to the nomination of Eva B. Adams "to be Director of the Mint for a term of five years" on September 26, 1966. On the same day President Johnson wrote the following to Miss Adams:

"We both know you are the best person for the job. I also know, on the record of the years, how well you will continue to justify my own trust and this Nation's great confidence in you."

Miss Adams was sworn in for her second term in the office on October 13. The Honorable Henry H. Fowler, Secretary of the Treasury, spoke at the ceremony honoring Miss Adams. He remarked to Justice Clark, Miss Adams and other distinguished guests, that the Exceptional Service Award presented to Miss Adams earlier in the year by the Treasury Department was a recognition of "the many outstanding contributions Miss Adams made--to the Treasury Department, to the Congress, and to the People of the United States" and continued "Henry Clay once said that Government is a trust, and that the officers of the Government are trustees; and both...are created for the benefit of the people. I think that Miss Adams must have read this, for...her service has been predicated upon this creed."

Secretary Fowler cited Miss Adams' accomplishments since 1961 as a tribute to her ability to "provide the Secretary of the Treasury with the basis for sound policy determination, to furnish Congress with information needed to take appropriate action, to maintain the high morale of Mint employees, encouraging record-breaking production, and to administer new programs in an efficient manner." In behalf of the Department, he concluded: "We in the Treasury are very happy, Miss Adams, that you are staying, and all of us look forward to working with you in the years ahead as we look back in pride to having worked with you in the past."

\* \* \* \* \*

## THE WAY I SEE IT.....

Jack Sheldon

OUR recent fire drills were quite successful. Several discrepancies were pointed out to me and will have to be corrected, but, on the whole, the drills went off quite well. You were orderly and there was no mad rushing. I hope you do as well at the next one, which, incidentally, will not be announced in advance. One note of caution----NO SMOKING DURING FIRE DRILLS!

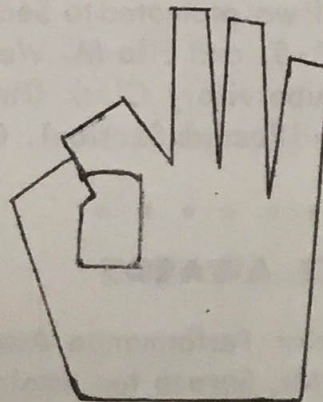
I sometimes wonder how much pride we have.

As I walk around the Mint I see rags, paper, candy wrappers, cigarette butts, and paper cups, coffee cans, broken tools, pieces of wood, rubber bands and paper clips, boxes, parts, cigar stubs, burned matches, bolts, nuts, screws and various other items strewn thrown or dropped on top of, beneath, in front of, behind and around just about everything in this building. It is obvious to me that the employees responsible for this are sadly lacking in PRIDE.

A few minutes of time, a little cooperation and some good, old-fashioned pride could eliminate this mess. Then this building would be a more pleasant place in which to work.

\* \* \* \* \*

## ZERO DEFECTS





## SPECIAL AWARDS PRESENTED

TWO Philadelphia Mint employees were honored at the Third Annual Awards Ceremony of the Department of the Treasury, which was held in Washington, D.C. in September. The ceremony, which took place on the Treasury's 177th anniversary, was intended to honor both those employees who were selected for the awards and the thousands more who have submitted sound suggestions or greatly exceeded normal job expectations during the fiscal year 1966.

James J. Kelly, Supervisory General Supply Officer, received recognition by the Secretary of the Treasury for his outstanding suggestion. Mr. Kelly developed a system for the reclamation of used die holders, restoring them to their original size at one-third the cost of new holders. The estimated savings was \$39,448.

Louis R. Frederico, Senior Lieutenant in the Mint Guard Force, was honored by Secretary Fowler for his "exemplary performance of duty and commendatory judgment and conduct when dealing with the public." He received one of the special awards for "excellence in improving communications and services to the public."

We are proud to have these men represent the Philadelphia Mint employees.

The Secretary of the Treasury also presented an honorary award to the Bureau of the Mint for its "outstanding participation and results in the Treasury Department's Incentive Awards Program." The Bureau of the Mint had the best average results in the performance phase of the Incentive Awards Program. The award cited the Bureau's "effective recognition of employee performance which significantly exceeded normal job requirements."

\* \* \* \* \*

IT PAYS TO BUY SAVINGS BONDS AT WORK!

\* \* \* \* \*

## SUGGESTION WINNERS

SUGGESTION awards were presented to the following people during October:

J. Russell Noll (\$20); Joseph P. Passio (\$25); Harry W. Gindele (\$30); and Carmen Naddeo and Stanley Miller, who shared one award (\$25).

Several employees who received suggestion awards in May are due for a little belated recognition of their achievements:

William Borecky (\$20); Needham Williams (\$15); Selda Miller (\$15); Mary K. Taylor (two \$15 awards), and Kenneth W. Grant (\$15 and \$25).

Thanks to them, and to all employees who are thinking about their work and making suggestions for ways to improve the Mint.

\* \* \* \* \*

## NEW FACES

FIVE new Helpers (General) have been added to the Mint rolls:

Leroy Collick and Frank Lundy were assigned to the Assay Division; Alan P. DuRant to the Coining Division (R & C); and Edward E. Grant and Francis X. Markey, Jr to the Supply Unit, Purchasing Section.

\* \* \* \* \*

## SOMETHING TO THINK ABOUT

WISE POLICY: Be sure your brain is in gear before engaging your mouth!

"Don't be afraid to take a big step if one is indicated. You can't cross a chasm in two small jumps."

One of the main things wrong with this younger generation is that there are so many of us not part of it anymore.

Compromise: When two people get what neither of them wanted.

\* \* \* \* \*



VOTE

NOVEMBER 8





A T P H I L A D E L P H I A

VOL. IV, NO. II

U. S. MINT

NOVEMBER 1966

## PHILADELPHIA MINT RANKS FIRST IN THE BUREAU AWARDS RECORD

EMPLOYEES here recently received strong praise from the Director of the Mint for our high-ranking Incentive Awards Program. During the Fiscal Year of 1966, the Philadelphia Mint ranked first in the Bureau of the Mint with regard to the effectiveness of the Suggestion Awards Program, and second in overall effectiveness.

(Effectiveness is measured by the number of employees in each office who received awards compared with the total number of employees in that office. For each 100 workers in the Philadelphia Mint, 7.5 people received Suggestion Awards, and 4.8 people received Performance Awards during the 1966 Fiscal Year.)

In her letter to the Philadelphia Mint, Miss Adams said:

"I wish I could thank personally all the employees in your institution who helped bring about the gratifying results..achieved in the Incentive Awards area."

She also noted that the Bureau of the Mint ranked high in the Department of the Treasury. The Bureau ranked first in the category of Superior Work Performance Awards and third in the category of suggestions. In addition, thirteen employees from the Office of the Director and four field offices of the Bureau were honored at this year's Treasury Awards Ceremony.

Speaking of the Fiscal Year ahead, Miss Adams reminded us that "we must keep in mind always

the concept underlying the Incentive Awards Program--that is, to honor excellence at every level of responsibility and thus to provide incentive to all employees to achieve lofty standards of performance. I hope it will be a year remembered primarily for the ingenuity, industry and initiative of our employees and for the fact that such performance did not go unnoticed."

We can all be proud of our past record. Will we be as proud this time next year?

\* \* \* \* \*

## OCTOBER PRODUCTION A RECORD

THE good feeling that comes from a job well done...that's something we can all share this month. For, on November 1, 1966, Mr. Sura received the following telegram:

CONGRATULATIONS TO YOU AND  
YOUR STAFF FOR YOUR SUCCESSFUL  
PLANNING AND SCHEDULING AND  
OTHERWISE ACCOMPLISHING ALL  
NECESSARY ARRANGEMENTS WHICH  
CONTRIBUTED TO UNPRECEDENTED  
PRODUCTION RECORD OF MORE THAN  
ONE BILLION COINS IN OCTOBER 1966.  
PLEASE EXPRESS MY APPRECIATION  
TO ALL EMPLOYEES OF THE PHILA-  
DELPHIA MINT.

-- Eva B. Adams, Director of the Mint

Whether he worked directly with the coins, medals, or dies, or did various other jobs which kept the plant running, each employee in this Mint contributed to the record production. In fact, it took the combined efforts of every employee in all three Mints to reach that record.



## NEW FACES

THE latest additions to the Engineering Division are Norman G. Anderson, an Industrial Engineer (GS-13) who comes to us from the Defense Contract Administration Services, and William J. Dietz, an Electrical Engineer (GS-13) from the U. S. Army Electronics Command. Both men have served for a number of years in Federal agencies in the Philadelphia area.

Mrs. Eleanore Fedders, who comes to us as a Clerk-Stenographer (GS-4), will also be assisting Mr. Landsiedel and the engineering staff.

\* \* \* \* \*

## FIVE-DAY WORKWEEK BACK!!

MINT employees returned to a Monday thru Friday workweek schedule on November 21 at 8:00 a.m. Three-shift days are being continued, but weekend work and staggered workweeks will be eliminated from the new schedule.

The move is being made now for several reasons. All employees will now be free to enjoy weekends with their families, and will be accustomed to the new schedule before the year-end Holiday season arrives. It will make the task of scheduling and accounting for work much easier, and it will cut down Mint operating expenses. This is in line with Government efforts to curb the spending which has accelerated so much since the beginning of the Viet Nam war.

The "crash" production program has been successful. The three mints can now produce enough coins to keep ahead of the demand without resorting to the seven-day week. With the elimination of the staggered workweek, more employees will be available to work in the divisions which have been operating without their full quota of workers.

\* \* \* \* \*

Don't be afraid to ask dumb questions. They're more easily handled than dumb mistakes.

\* \* \* \* \*

## PROMOTIONS

CONGRATULATIONS to the following employees who were promoted during the past month:

### Assay Division:

Mrs. Dorothy Saddler to  
Physical Science Technician, GS - 6

### Building and Mechanical Division:

Elery Brown to Head Plumber

Bernard McNamara to Machinist "A"

### Coining Division:

Walter Fields, Calvin Fountain, Ronald Selix,  
Harvey Smaw, and Earl Smith to  
Machine Operator

Jesse Clay to Assistant Head, Process Weigh

### Engraving Division:

Frederick Ernst to Die Maker "A"

### Office of the Superintendent:

Miss Maria Santucci to  
Mail and File Clerk, GS - 3

\* \* \* \* \*

## TRAINING NOTES

SEVEN men have been selected for on-the-job training as Machine Tool Operators in the Machine Shop Section of the Building and Mechanical Division.

Fiore Capuano, John Field, Mario Girardo and Joseph Marra began their training on October 23.

Others selected to begin training later are:  
Lee String, Cranston Walker and Warren Williams.

\* \* \* \* \*



## RETIREMENT ACT AMENDED

THE Federal Salary and Fringe Benefits Act of 1966 contains several significant changes to the Civil Service Retirement Act. The major amendments are:

1. An employee may retire without reduction in annuity if he is 60 years of age with 20 years of service or between the ages of 55 - 59 with 30 years of service.

2. Requirements for discontinued service retirement (involuntary separation such as reduction in force) have been liberalized. There is no longer any reduction in annuity if the employee is between 55 - 59 with 25 years of service. The reduction in annuity is applicable only if the employee is under age 55.

3. Survivor benefit changes include a more liberal policy providing for surviving children, the student-child, and widows who remarry.

The new regulations are available in the Personnel Office where more detailed information can be obtained any time during business hours.

\* \* \* \* \*

## PERFORMANCE AWARDS

FOUR employees found the efforts and thought which they have devoted to their work rewarded in a special manner this month. Mr. Sura presented them with Superior Performance Awards in recognition of their contributions to the Philadelphia Mint. Each man received Treasury Department certificates of commendation bearing the signature of the Director of the Mint, Eva Adams, accompanied by a check for \$150. Congratulations to:

Head Transfer Engraver Robert W. Schrader and Transfer Engraver Nicholas A. Giordano, who shared an award for their services in the Engraving Division.

Charles Marable and Michael Ruggiero, who shared an award for their performance as Die Setters in the Coin Press Section of the Coining Division.

\* \* \* \* \*

## SERVICE PINS AWARDED

MR. Sura presented Service Award Pins to seventeen employees this month. At the ceremony he remarked that the many years of hard work, know-how and loyalty represented by each pin have given these pins a meaning similar to a performance award. Those receiving pins were:

### TWENTY-FIVE YEARS

Henry J. Antczak	Bernard Miller
Edward E. Blosser	Albert M. Pratt
Alfonso D'Agostino	Leopold Ruiz
John J. Fleischer	Robert W. Schrader

### TWENTY YEARS

Michael DiLemmo Jr	Stanley J. Korpalski
Clarence E. Donovan	Daniel P. Mandzak Jr

### FIFTEEN YEARS

Harrietta Beaman	Thomas E. Dark Sr
William H. Cloud	Chatmon E. Roberts
Walter E. Whitehouse	

\* \* \* \* \*

## SOMETHING TO THINK ABOUT

### TELL HIM NOW....

If with pleasure you are viewing  
Any work a man is doing;  
If you like him, or you love him,  
tell him now.  
Don't withhold your approbation  
Till the parson makes oration  
And he lies with snowy lilies  
o'er his brow.  
For no matter how you shout it,  
He won't really care about it,  
He won't really know how many tear-drops  
you have shed.  
If you think some praise is due him,  
Now's the time to slip it to him,  
For he cannot read his tombstone  
when he's dead!

- Unknown

\* \* \* \* \*



## SUNSHINE CLUB BEGINS NEW YEAR

THE new officers of the Mint Sunshine Fund have been installed and are already busy planning for an active year ahead.

President William Chambers, Vice - President Stephanie Bednarik, Treasurer Alice Juenger and Directors Peter Hansen and Charles Riley have held several meetings since their election in October in which they discussed present and future programs of the Fund.

"The Sunshine Fund of the U. S. Mint at Philadelphia"---as it is officially named---was organized in March of 1956 with the purpose of contributing to the welfare and recreation of all employees in the Mint. The vending machines in the Mint provide the income on which the Sunshine Fund operates. These funds are regularly used to make gifts to retiring employees and to the families of deceased Mint employees.

Other past activities of the organization include: contributions to charity, Mint - wide inoculation against the flu, and X-ray programs and putting up decorations at Christmas time. The club officers are hoping to expand the number and size of activities so that more employees can share in them. Suggestions from employees will be welcomed by them, and they will be glad to hear comments or answer questions.

\* \* \* \* \*

Small boy to small girl: "Are you the opposite sex, or am I?"

Alcoholic: a drinker who drinks between drinks.

Ever notice how a wide mouth and a narrow mind go together?

Remember when baseball players shaved at home instead of on TV?

\* \* \* \* \*

## THE WAY I SEE IT . . . .

Jack Sheldon

I took annual leave the first week of the game season and really enjoyed the good weather, the exercise, and the hunting. But one hazard really "bugged" me...

I hunted one day with a very nice guy who had a beautiful 12-gauge automatic shotgun. Everytime a cock pheasant got up he would shoot three times, usually miss, then reload the gun and FORGET TO PUT THE SAFETY CATCH ON! I know that I told him about it at least three times, but I spent most of the day with a funny feeling in the pit of my stomach---wondering when the gun would go off unintentionally and either wound or kill someone. (me??)

I sometimes get that same feeling when I walk around the Mint and see how some of the WORKSAVERS are being operated!!

Most of our operators here are good. Unfortunately, we also have some who are of the careless and slam-bang type, who apparently do not realize that they, too, are HANDLING A WEAPON---a weapon that can be as lethal as a loaded shotgun!

Be safe---operate and treat all equipment with respect.

\* \* \* \* \*

## RETIREES MAY GET ANNUITY INCREASE

CIVIL Service employees who retire on or before December 30, 1966, will very likely receive a bonus of over 4.5% above the retirement annuities scheduled.

One percent of the increase stems from a 1962 law which added 1% to the annuities of those who retire in 1966. Three-and-one-half per cent would come from a law calling for cost-of-living increases in annuities when the current Consumer Price Index maintains at least a 3% increase over the base month (July 1965) for months in a row. (This is not yet confirmed)



## CREDIT UNION SERVES MINT EMPLOYEES

OBSERVING Credit Union Day on October 20, 1966, President Johnson, Vice - President Humphrey and other leaders in the Government joined in commending the Nation's credit unions. The Vice President spoke of the good that credit unions have done, saying, "The great tangible values of credit unions can be easily observed, but the vast intangible goals they serve are almost beyond estimate."

A credit union--such as the one which serves Philadelphia Mint employees--is very much like a bank, except that it is run for its members. Members are encouraged to save and may borrow money for worthwhile causes or emergencies. Money is deposited as savings shares, and the amount which is not out in loans is either held aside as a reserve fund or invested. The profits go to the members as Savings Dividends or refunds in loan interest.

A credit union's expenses are lower than a bank's expenses. Except for the Treasurer, the Mint Credit Union officers serve without pay. Office space within the Mint has been provided at no cost to the Credit Union. The result of these low costs is a high rate of interest on savings and lower charge for loans than is available elsewhere. Last year, for instance, Mint Credit Union members received a Savings Dividend of 5% and a 15% return on loan interest charges.

Members have several other advantages. Interest on loans is computed on the unpaid balance each time a payment is made, which means a true and lower rate of interest is charged. Payments can be made easily on payday, without leaving the Mint, and members have convenient references for a new-car loan or personal loans (as approved by the Credit Committee). A very important advantage is the life insurance coverage on all loans and savings: members receive life insurance equal to the amount of each deposit (up to \$1,000), and loans are automatically paid off at a member's death.

Membership and a good credit rating are re -

quired to borrow from the Credit Union. To become a member, an employee must buy at least one share in the Credit Union (each \$5 saved = one share) and pay the twenty-five cent initiation fee. To borrow, a member must have worked at the Mint for at least six months.

A member's credit reputation is important. Many people do not seem to realize that a credit reputation--good or bad--follows a person and can make it easier or tougher to borrow again. This is why it is important to explain any difficulty you may have in making a scheduled loan or installment payment. If your creditors know why you can't pay on time they may arrange for an easier repayment plan. If you don't explain unusual circumstances it is assumed that you are indifferent. Any questions about your loans should be cleared up immediately--know and understand what your contract says.

\* \* \* \* \*

## MINT VISITORS

THE Philadelphia Mint has been honored once again to host a distinguished foreign visitor. Mr. Haruo Yoshida, Director of the Planning Section of the Japanese Mint, visited the Philadelphia Mint on November 17 and 18. He was here in connection with an intended revision in the high-denomination Japanese coins, which may possibly be made from "clad" materials in the future. As a member of the Operative Control Department of the Mint in Japan, Mr. Yoshida was also interested in the factory work control methods used here, as well as the equipment throughout our coining operations. He was accompanied by an interpreter, Mr. Albert T. Miyama.

Mr. Yoshida also planned to visit the Denver Mint and the San Francisco Assay Office to study their manufacturing facilities. The Japanese are planning to expand their mint facilities to handle the "mounting demand for coins consequent upon the phenomenal growth" of their economy in recent years.

\* \* \* \* \*

Keep Freedom in Your Future With United States Savings Bonds



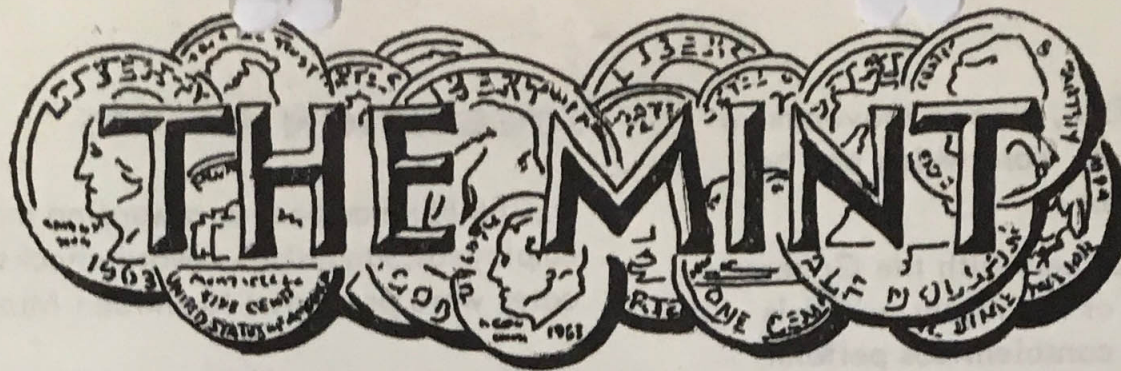
# WAR DECLARED AGAINST ERRORS

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**ZERO  
DEFECTS**

IT'S UP TO YOU.





VOL. IV, NO. 12

U. S. MINT

DECEMBER 1966

## FIVE MINT EMPLOYEES RETIRED

THE Mint has lost the services of five employees through retirement this year. Marion Dobies and Raymond H. Lewis retired earlier in the year because of disability, and during December three people elected to retire. Taking advantage of the recent increases in annuity allowances were:

Philip M. Berardi, a Furnace Builder with 32 years of service,

Andrew Forchetti, a Medal Maker with over 16 years of service, and

Emma D. VanCampen, Accounts Maintenance Clerk in the Melting and Refining Division, with over 41 years of service in the Mint. Miss Van Campen will continue to serve as the Treasurer of the Credit Union for the time being.

Mr. Sura took great pleasure in presenting Galatin Awards to Miss VanCampen and Mr. Berardi, who have each served in the Treasury Department for twenty years or more.

While we are happy to see these people enjoy a rest after their many years of devoted Government service, we will miss seeing them about the Mint. Good Luck in your new life!

\* \* \* \* \*

## UNITED FUND RESULTS PRAISED

THE coordinator of the United Fund Campaign in the Philadelphia Mint, Mr. Sheldon, announced that Mint employees contributed \$4,287.15 to the United Fund this year. He also passed on a message from Miss Adams in which she expressed her appreciation to all of the employees whose pledges made possible the success of the program here. Added to this vote of thanks will be the appreciation of the many people who will benefit

from the gifts of those 565 employees who donated so generously.

\* \* \* \* \*

## CODE OF ETHICS FOR GOVERNMENT SERVICE

THE rapidly approaching New Year makes this a good time to remind ourselves that, as employees of the Government, we are all public servants. Whether or not we ever see "the public" we serve, we should take care to be as Courteous as Efficient, and as Excellent in our conduct as we expect the postman, income tax clerks, social security administrators, etc. to be. The more important points to remember for gracious service have been worked into the Code of Ethics for Government Service, printed below.

PUT loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

UPHOLD the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

GIVE a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.

SEEK to find and employ more efficient and economical ways of getting tasks accomplished.

NEVER discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

MAKE no private promises of any kind binding



upon the duties of office, since a Government employee has no private word which can be binding upon public duty.

ENGAGE in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

NEVER use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

EXPOSE corruption wherever discovered.

UPHOLD these principles, ever conscious that public office is a public trust.

\* \* \* \* \*

### PROMOTIONS

CONGRATULATIONS to the employees who received promotions during the past month!

James DeMarco to Helper Trades in the Carpenter Shop, Building and Mechanical Division.

Virgil L. James to Machine Operator, Rolling and Cutting Section, Coining Division.

Thomas J. Palumbo to Die Maker "B", Stamping Die Section, Engraving Division.

Florence D. Britt to Accounts Maintenance Clerk (GS-4), Melting and Refining Division.

\* \* \* \* \*

### RETIREEES GET ANNUITY INCREASE

THE Civil Service Commission has announced that those Government employees who are eligible for retirement will receive an increase of 4.9% in their annuities if they retire before December 31, 1966. Employees who wish to receive the full increase must be off the rolls before the last day of this year because part of the increase applies only to 1966 retirees. The remaining portion of the increase results from a raise in the cost of living, as measured by the Consumer Price Index. If you have any questions about this increase, please inquire at the Personnel Office----soon.

\* \* \* \* \*

### SUGGESTION AWARDS

DECEMBER has been a rewarding month for many employees: Suggestion Award checks and certificates were presented to sixteen Mint employees.

William Borecky, Clifton Curtis, John Johnson, Stanley Lepczyk, and Willie Washington shared one award for \$30, and William Borecky and John Johnson shared another award for \$15.

Clarence Donovan and Louis Frederico shared a \$15 award. Also receiving \$15 awards were: Peter Capozzoli, Stanley Lepczyk, Thomas Magerman, John McDonough and Joseph Nothnagel.

Frank Pipolo and Frank Madert each received \$20 awards. Stanley Bobbie received \$25, Joseph Skasko \$30, and Augustine Albino \$50.

THANKS TO ALL of the employees who looked for better ways to get things done, the Mint Suggestion Program has had a good year. Your suggestions are always welcome, whether or not they earn awards; they keep everyone on his toes, looking for a better and less costly way to do his job. GOT A SUGGESTION? GET RID OF IT.. put it into the nearest suggestion box!

\* \* \* \* \*

### SERVICE PINS AWARDED

FIVE employees received recognition for their many years of Federal service this month when Mr. Sura presented Service Pins to them. He expressed his appreciation of the loyalty which they had demonstrated to the Mint service. Congratulations -

25 Years: Albert M. Pratt

20 Years: Michael A. DiLemmo Jr  
Daniel P. Mandzak

15 Years: William H. Cloud  
Walter E. Whitehouse

\* \* \* \* \*

A penny saved is a penny earned. A dollarsaved is an enormous temptation.

\* \* \* \* \*



## PAYROLL DEDUCTIONS CHANGE

### INCREASE IN FICA (SOCIAL SECURITY):

For employees covered under the Federal Insurance Contribution Act, withholdings will be increased from 4.2% to 4.4% effective with the salary check received January 10, 1967. Wages up to \$6,600.00 will be subject to the 4.4% deduction. Once the deduction reaches the limitation of \$290.40, we shall discontinue FICA deductions for the remainder of the calendar year.

### HEALTH BENEFITS DEDUCTIONS CHANGED:

If you examined the health benefits brochures distributed to you, you may have noted that some plans will increase their premium rates, effective January 1, 1967. The increased deductions from your salary will be reflected in the check you receive on January 24, 1967. If you are enrolled in the Blue Cross-Blue Shield plans, you can expect the additional deduction from your salary indicated on the table below.

Enrollment Code No.	Option	Type of Enrollment	Increase in Deduction
101	High	Self only	\$ .78
102	High	Self & family	2.06
103	Low	Self only	.38
104	Low	Self & family	.82

If you are enrolled in another health benefits plan, check the back of your brochure for the increase in deductions, or stop in at the Personnel Office for the information. The effective date for these plans will be January 1, 1967, and the deduction will show in the January 24, 1967 paycheck, also.

\* \* \* \* \*

## CREDIT UNION HOURS CHANGED

CREDIT Union officers have announced that after Tuesday, December 20, 1966, the office of the Philadelphia Mint Federal Credit Union will be open from 8:00 a.m. to 4:30 p.m. each Monday and Tuesday. Emma VanCampen, the Treasurer for the Union, will be in the office on these days to serve employees.

Applications for membership or loans may be obtained throughout the week from any member of the Credit Committee: Joseph Petrone, in the Machine Shop; Andrew Slater, in Melting and Refining Division; and Peter Hansen, in the Annealing Section.

\* \* \* \* \*

## PERFORMANCE AWARDS

TWELVE employees received performance awards during December. In presenting the awards, Mr. Sura praised the devotion of these employees to their work.

Frank J. Devine, Foreman, and John R. Craig, Joseph J. Galiano, Daniel A. Gallagher, Edward Fenn, and Edward W. Walch, Assistant Foremen in the Rolling and Cutting Section and two Assistant Heads of the Process Weigh Section, James Hughes and William McKeown, of the Coining Division received group awards.

Burke Cottman (Machine Operator) and Emidio Massimiano (Machine Operator, Rolling and Cutting) in the Rolling and Cutting Section, Coining Division each received an award.

Daniel J. Curtin, Assistant Head Laborer, Custodial Section, also received a Superior Performance Award.

Augustine A. Albino, Cost Accountant (GS-II) in the Accounting Division received a Quality Step Increase for his superior performance.

CONGRATULATIONS, to you and all employees who have won awards this year. All of you may have copies of your recommendation for the award if you'd care to pick them up at the Personnel Office.

\* \* \* \* \*

## NEW FACES

WELCOME to three employees who joined our Mint staff in the past month:

Thomas G. Murphy, a Guard (GS-4),  
Peter H. Wermuth, a Die Maker "B" and

Abraham Schwartz, Mechanical Engineer (GS-14) who comes to us from the Philadelphia Naval Air Engineering Center. His arrival completes the staff of professional engineers now working for the Mint.

\* \* \* \* \*

SUNSHINE FUND SPREADS WARMTH throughout the Mint with presents of tasty mints for all employees, who join in saying "THANKS" for this and the Christmas decorations.

\* \* \* \* \*



## MINT WINS SECOND STAR

THERE'S a new star in the Philadelphia Mint: a white star for our Minute Man Flag, added in recognition of the 97% participation of Mint employees in the Savings Bond Program during the past year. This is the second star we've added to the flag since it was presented to us three years ago for maintaining a participation rate in the Savings Bond Program of at least 90% of our employees.

The flag originally had only the white silhouette of the Concord Minuteman surrounded by a circle of thirteen stars, set on a field of dark blue. This symbolized the readiness of the 13 Colonies to defend their freedom. The two stars which have been added at the base of the Minuteman symbolized our support of the Savings Bond Program, an important tool in Uncle Sam's readiness today. This is expressed, too, in the words printed on the bottom of Treasury Department stationery: "Keep Freedom in Your Future With U.S. Savings Bonds."

\* \* \* \* \*

## TRAINING NOTES

SEVERAL Mint employees recently completed courses conducted by the Civil Service Commission. Attending the courses were:

"Basic Management Techniques I" - Williard L. Ainsworth and Francis H. Breen, Supervisory Production Controllers.

"Seminar in Government Operations" - Kathryn Jurasek, Personnel Management Specialist.

"Supervision and Group Performance" - Edward P. Cannon, EAM Project Planner; Reuben Skulsky, Accountant; and Bernice Stubbs, Supervisory General Supply Officer.

\* \* \* \* \*

## SOMETHING TO THINK ABOUT

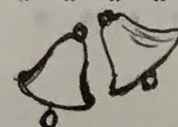
"Nearly all men can stand adversity: but if you want to test a man's character, give him Power."

\* \* \* \* \*



SEASON'S

GREETINGS



## THE WAY I SEE IT .....

Jack Sheldon

"I GET TO THINKING AT CHRISTMAS TIME .....about things close at hand, and things way above and beyond all of these earthly affairs of ours....Seems like we people in the Safety business find a certain hope shining inside us, long about this time. A hope that somehow, somewhere we might have helped to make a Christmas dream come true.....It's an inspiring hope, bright as December stars. But it makes us humble, too; makes us think more about what we should have done, than what we've already accomplished. Anyway, please keep working, and driving, and living the safe and sane way that will help make your most important dreams come true.....on this Christmas and every Christmas in the years ahead."

\* \* \* \* \*

## EMERGENCY CALL FOR ELEVATORS

MANY employees have expressed concern because we have not had an emergency signal for elevators. Therefore, we are going to try the following code to signal for the passenger elevator and the #4 elevator in case of emergency.

## THREE LONG rings for emergencies

Instructions will be posted on each floor, near the elevators. Abuse of this code will quickly nullify any advantage gained by having an emergency code. Being in a hurry to get to another floor is not an emergency. If you see anyone using this code when no actual emergency exists, please notify the Safety Officer.

\* \* \* \* \*

## NOTICE

EDGAR J. SUITER is the Deputy Equal Employment Opportunity Officer for the Philadelphia Mint. Any employee who feels that he has been discriminated against in employment matters should contact Mr. Suiter through the Melting and Refining Division office. He will advise the individual of his rights and see to it that his complaint is fairly investigated and acted upon.

\* \* \* \* \*





AT PHILADELPHIA

VOL. V. NO. 1

JANUARY 1967

## NEW WAGE SYSTEM IN EFFECT

① UNGRADED Mint employees will find their February 7th paychecks reflecting the new pay rates which went into effect when the single-step wage system was initiated here on January 15, 1967. In the switchover to this completely new system, many employees received another raise or "saved pay", along with new titles.

The new system is that adaptation of the Army-Air Force wage system which was presented to employees last September. Speaking of employee comments made then, Miss Adams, Director of the Mint, said recently:

"All comments received from employees and employee groups were reviewed carefully by members of the Wage Study Committee in the Bureau of the Mint and by members of the Treasury Department Wage Board Staff. Replies to the comments were postponed until a final decision was made by the Wage Board. Now that the decision has been made, each individual or group of individuals who made comments on any aspect of the proposed system will receive a written reply."

The Treasury Department Wage Board has assured us that: "No employee shall suffer a reduction in his basic wage rate in effect immediately prior to installation of this wage plan as long as he remains in the same job and he shall continue to receive his current basic rate until such time as he is entitled to a higher wage by reason of the re-evaluation of his job or promotion, or a wage schedule adjustment." The new rates are based on the rates which went into effect on December 18, 1966.

② The Board has also decided that the wage rates "shall be adjusted annually in accordance with changes in second step rates of the Regular Interagency Advisory Group Wage Schedule," and that shift differentials will be made according to that same schedule.

Copies of charts comparing the old titles and rates with the new titles and rates have been posted on all bulletin boards and have been available for review in the Personnel Office and Division Offices. A similar chart is attached to this issue of the Mint.

③ The introduction of this new system will put all ungraded employees in the Bureau of the Mint on a uniform pay basis. This should make it easier to establish a uniform system for all Federal government workers, if one is adopted. In connection with this possibility, the Wage Board has ruled that time spent in the single rate (as in our new system) will be credited toward placement in the third step of any Federal-wide system (with three or more steps) which may be adopted.

Employees have been notified of their right to appeal the title, code, grade, pay level, and/or wage rate of their positions through Mint channels to the Director of the Mint or higher. Employees are reminded, however, that this change in pay systems cannot be considered as an adverse action, since only titles and method of pay have been changed, and not the duties of any position.

\*\*\*\*\*



## EMPLOYEE APPEAL RIGHTS

INFORMATION concerning the procedures to be followed in presenting Grievances or Appeals is available to all Mint employees in several places. You may obtain this information at the personnel office, from division heads and from union officers. Each employee should be aware of what rights he has and what actions may be appealed.

Grievance Procedures and procedures for appeals from adverse actions and from certain disciplinary actions are spelled out in the TREASURY PERSONNEL MANUAL, Chapter 771, and the MINT PERSONNEL PROCEDURES LETTER NO. 59 (dated July 20, 1966.)

Employees who have career, career-conditional or indefinite and term appointments in the competitive service may use the provisions of the procedures, unless they are serving probationary or trial periods

### PROCEDURE:

An employee who has a complaint about aspects of his working environment or work relationships and management decisions concerning these aspects, should first discuss the matter with his supervisor or some other appropriate official, privately and in confidence.

If the matter is not settled to his satisfaction, he should then go to his union shop steward, who will go to his foreman.

If he cannot correct the matter, the Foreman will go to the Division Head. If the matter is not settled by the Division Head, the Steward and the President of Lodge 1023 will go to the Personnel Officer.

Any matter still not settled will be taken to the Superintendent's Office. An employee who wishes to take further action will be told of the formal appeal procedures applicable.

\*\*\*\*\*

MAN, lost in forest, to his companion as they come to a stream: "Ah, detergent! We must be nearing civilization."

\*\*\*\*\*

## PROMOTIONS

COINING DIVISION: Velton A. GARRETT, Nicholas A. PARILLO and John J. SCHLOTTER were all promoted to Pressmen in the Coin Press Section.

Thomas E. POWER, Office of the Superintendent, to Management Analyst, GS-14.

CONGRATULATIONS to you all!

\*\*\*\*\*

## SOMETHING TO THINK ABOUT

THE TYPOGRAPHIC ERROR is a slippery thing and sly.

You can hunt till you are dizzy, but it somehow will get by.

It shrinks down in a corner and it never stirs or peeps,

The Typographic error, too small for human eyes,

Till the ink is on the paper, when it grows to mountain size.

The boss, he stares with horror, then he grabs his hair and groans;

The copy reader drops his head upon his hands and moans--

The remainder of the issue may be clean as clean can be,

But that typographic error is the only thing you see.

\*\*\*\*\*

## NEW FACES

WELCOME to Arthur Perkins, who joined the Stamping Die Section of the Engraving Division this month as a Die Maker.

\*\*\*\*\*

## CITY WAGE TAX DUE

WAGE taxes for the last quarter of 1966 are due before January 31, 1967. All Mint employees must pay the 2% tax, regardless of where they live. In figuring the amount he owes, each employee should also make sure that he has paid this tax on all of his 1966 wages earned in Philadelphia.

\*\*\*\*\*



## HEALTH BENEFITS CHANGES

DID you know that certain events permit changes in enrollment for health benefits at any time of the year? A change in your family status makes you eligible for an appropriate change in your health benefits plan if you report your new status to your employing office immediately.

The points at which an employee may change his enrollment outside of Open Season are: policy cancellation, marriage, and the death of the last "family member."

An employee may cancel his plan at any time, but he would not then be eligible to re-enroll, in any plan, until the next Open Season.

Marriage makes an employee eligible to convert his policy to a family enrollment. This will cover your spouse for less than the cost of two single-person plans. At the same time, if the change is made quickly, it will forestall any problems concerning maternity benefits which could arise later.

An employee who is enrolled in a family plan and has lost his last "family member" may switch to the less expensive self-only plan.

\* \* \* \* \*

CORRECTION: There was an error in the enrollment code numbers given in the chart accompanying the article "Health Benefits Deductions Changed" which appeared on Page 3 of the December issue of the MINT. The correct table appears below.

Enrollment Code No.	Option	Type of Enrollment	Increase in Deduction
101	High	Self only	\$ .78
102	High	Self & family	2.06
104	Low	Self only	.38
105	Low	Self & family	.82

The enrollment code number 103 is no longer used by Blue Cross-Blue Shield.

\* \* \* \* \*

## THE WAY I SEE IT

by Jack Sheldon

IT'S strange how habits--good or bad--stay with us. For example, a few weeks ago I watched the guards move the bundle cart through the doorway of the shipping office and noticed that they had very little clearance between their hands and the door jamb. As a result, hand grabs were cut into the end of the cart so that there would be no danger of their hands being caught between the cart and the jamb.

A few days ago I saw a guard maneuvering the cart through the same doorway with his hands still on the outside of the cart. I asked him why he didn't use the hand grabs--he very truthfully replied that he had forgotten about them!!

I think that we should all take a lesson from this and make a determined effort to use every safeguard that is provided for us, whether it be seat belts, speed limits, safety glasses or ear plugs.

THE other night I stood in the lobby when the 8-4 shift left the building. For the number of people going through such a confined space, it was remarkably orderly. However, I did note that there were a few inconsiderate employees who came down the stairs in line with everyone else but ducked out of line when they got to the bottom of the stairs. Then they "bumped" the line up near the door. Most of those in the line were very nice about permitting these impatient employees to enter the line---I'm not at all sure that I could have been that generous.

\* \* \* \* \*

Then there's the government worker who was one dollar short in his pay envelope and complained to the cashier. She looked at the records and said, "Last week we overpaid you a dollar. You didn't complain about the mistake then, did you?" "An occasional mistake I can overlook," he replied, "But not two in a row."

\* \* \* \* \*



## JANUARY AWARDS

CONGRATULATIONS to those Mint employees who received recognition this month for their dedicated service to this Mint.

SERVICE PINS were awarded to:

William Caranfa, William Jenkins and Emanuel Tall for 25 Years of Service, and to Elwyn Wismer for 15 Years of Service.

Receiving PERFORMANCE AWARDS were:

Robert L. Battle and Herbert F. Mayall each received quality step increases for their superior performance on the Guard Force.

Francis E. Folk, George Hanna, Paul Styer and Joseph Ungaro received a group Special Service Award for their superior work in the Counting, Reviewing and Automatic Scales Section of the Coining Division.

James E. Moody, Arthur J. Easley and Dennis Johnson also received a group citation and Special Service Award for their outstanding work in the Ingot Melting Section of the Melting & Refining Division.

\* \* \* \* \*

## CREDIT UNION NEWS

MEMBERS of the Philadelphia Mint Federal Credit Union will receive a 6% dividend for the 1966 calendar year on their shares, and a 20% refund in the interest paid in 1966 on loans. Members are requested to return their passbooks to the Treasurer so that the dividends and interest refunds may be recorded, and the books reviewed.

In the annual meeting of the Credit Union, which took place on January 24, 1967, it was pointed out that members' shares in the Credit Union are not covered by Federal Deposit Insurance.

\* \* \* \* \*

GIRL to date: "Quit saying you love to watch the wind and rain in my hair--and call a cab."

\* \* \* \* \*

## ONE-DAY FUND DRIVE: FEBRUARY 9

WHAT makes the heart tick...or stop?  
What causes cancer, and can it be cured?  
How can we help the mentally ill, victims of polio, the blind and crippled, the mentally retarded.....?....Project HOPE, CARE.....

There's a lot that can be done in these fields-in research and education and aid to people suffering everywhere. On February 9 we'll have our chance to help with the work of twelve National Health Agencies and four International Service Agencies which give vital aid to the "battle against the sources of human suffering." On that day Mint employees will be given envelopes for their contributions to these agencies. Supervisors will collect the envelopes.

President Johnson, in endorsing this campaign, said: "I urge all Federal employees to share in this effort to advance the cause of human dignity and freedom by contributing generously..."

Another leader in the drive, Secretary of the Interior Udall, has asked that this campaign reflect "the principle that Americans....believe in the dignity of man and sincerely wish to help those in distress. This....campaign is a measure of what the average American can do to combat the misfortunes that beset..." all people.

\* \* \* \* \*

## MONEY ISN'T EVERYTHING, BUT...

Last month a fellow with a beaming smile stopped by to show us something he was very proud of. He had just finished buying the best gift he could think of for his family: a \$1000 Savings Bond. It took ten months of payroll deductions, yet he felt it was worthwhile because he had always cashed in the smaller bonds to meet any little emergency bill. By getting a big bond he wouldn't be so tempted--he would really save for his family's future.

His family has a lot to look forward to.

\* \* \* \* \*



**BUREAU OF THE MINT CONVERSION TO SINGLE RATE**  
Version of IAG Adaptation of Army-Air Force Wage System

Effective: January 15, 1967

OLD JOB TITLE	Old Hourly Rates			NEW JOB TITLE	SUPERVISORS		New Hourly Rate
	Min.	Mid.	Max.		WB Code	Gr.	
Head Laborer (Custodial)	2.83	2.89	2.95	Laborer Lead Foreman	3502	7	3.02
Head, Sewing, Inspection and Shipping Section	2.88	2.94	3.00	Inspecting and Packaging Lead Foreman	5606	8	3.13
Deposit Melter	3.40	3.46	3.52	Deposit Melting Leader	3741	10	3.37*
Head, Upsetting Section	3.22	3.28	3.34	Upsetting Equipment Lead Foreman	5603	11	3.54
Head, Receiving, Storing and Shipping Section	3.27	3.33	3.39	Coin Receiving and Shipping Lead Foreman	6941	11	3.54
Head Make-Up Weigher	3.27	3.33	3.39	Make-Up Weigh Lead Foreman	5424	11	3.54
Chief Engineer	3.42	3.48	3.54	Stationary Engineer Leader	54253	11	3.54
Head Annealer	3.30	3.36	3.42	Annealing Foreman	3712	13	3.88
Head Carpenter	3.78	3.84	3.90	Carpentry Lead Foreman	4601	13	3.88*
Head Plumber	3.72	3.78	3.84	Plumbing-Pipefitting Lead Foreman	4204	13	3.88
Foreman, Proof Coin and Medal Production Section	3.61	3.67	3.73	Proof Coin and Medal Production Foreman	5613	13	3.88
Foreman, Counting, Reviewing & Automatic Scales Section	3.30	3.36	3.42	Counting, Reviewing & Weighing Foreman	5613	14	4.04
Foreman, Ingot Melting Section	3.65	3.71	3.77	Ingot Melting Foreman	3741	14	4.04
Head Process Weigher	3.31	3.37	3.43	Process Weigh Foreman	5424	14	4.04
Head Transfer Engraver	3.93	3.99	4.05	Transfer Engraving Leader	5609	14	4.04*
Head Electrician	3.79	3.85	3.91	Electrical Foreman	2801	15	4.21
Foreman, Rolling & Cutting Section	3.66	3.72	3.78	Rolling and Cutting Foreman	3742	15	4.21
Foreman, Coin Press Section	3.64	3.70	3.76	Coin Press Foreman	5602	16	4.38
Foreman, Machine Shop Section	4.12	4.18	4.24	Machining Foreman	3401	18	4.72
Foreman, Stamping Die Section	4.06	4.12	4.18	Stamping Die Foreman	3441	18	4.72
General Foreman of Shops	4.34	4.40	4.46	Maintenance General Foreman	4701	19	4.89

\*Saved rates applicable



BUREAU OF MINT CONVERSION TO SINCER RATE  
Version of IAG Adaptation of Army-Air Force Wage System

Effective January 15, 1967

NONSUPERVISORS

OLD JOB TITLE	Old Hourly Rates			NEW JOB TITLE	WB		New Hourly Rate
	Min.	Mid.	Max.		Code	Gr.	
Elevator Operator	2.46	2.52	2.58	same	5438	1	2.38*
Laborer (Custodial)	2.24	2.30	2.36	Janitor	3566	1	2.38
Laborer (General)	2.50	2.56	2.62	Laborer	3502	3	2.66
Selector	2.50	2.56	2.62	same	5610	3	2.66
Sewer	2.50	2.56	2.62	same	3111	3	2.66
Machine Attendant	2.56	2.62	2.68	same	5606	4	2.72
Helper (General)	2.57	2.63	2.69	Helper, General	5611	5	2.78
Helper (Trades)	2.71	2.77	2.83	Helper, Trades	4701	5	2.78*
Machine Operator	2.86	2.92	2.98	same	3429	7	3.02
Machine Tool Operator	2.86	2.92	2.98	same	3431	7	3.02
Melter "B"	2.86	2.92	2.98	Melter	3741	7	3.02
Annealer	2.96	3.02	3.08	same	3712	8	3.13
Machine Operator (Rolling & Cutting)	3.09	3.15	3.21	Machine Operator, Rolling & Cutting	3742	8	3.13*
Medal Maker "B"	3.06	3.12	3.18	Medal Maker	5608	8	3.13*
Pressman	2.96	3.02	3.08	same	5602	8	3.13
Weigher	2.96	3.02	3.08	same	5424	8	3.13
Carpenter	3.28	3.34	3.40	same	4607	9	3.25*
Die Setter	3.20	3.26	3.32	same	3442	9	3.25*
Furnace Builder	3.23	3.29	3.35	same	5341	9	3.25*
Machinist "B"	3.11	3.17	3.23	Machinist	3414	9	3.25
Medal Maker "A"	3.20	3.26	3.32	Medal Maker	5608	9	3.25*
Melter "A"	3.23	3.29	3.35	Melter	3741	9	3.25*
Painter	3.23	3.29	3.35	same	4102	9	3.25*
Roller	3.23	3.29	3.35	same	3742	9	3.25*
Engineer (Stationary)	3.16	3.22	3.28	Stationary Engineer	54253	9	3.25*
Cabinet and Patternmaker	3.45	3.51	3.57	Cabinetmaker	4605	10	3.37*
Electrician "B"	2.97	3.03	3.09	Electrician	2805	10	3.37
Plumber	3.33	3.39	3.45	Plumber-Pipefitter	4204	10	3.37*
Sheet Metal Worker	3.35	3.41	3.47	same	3806	10	3.37*
Welder	3.35	3.41	3.47	same	3703	10	3.37*
Die Maker "B"	3.42	3.48	3.54	Die Maker	3441	11	3.54
Electrician "A"	3.40	3.46	3.52	Electrician-Equipment Repairer	2801	11	3.54
Tool and Die Hardener	3.47	3.53	3.59	Heat Treater	3712	11	3.54*
Machinist "A"	3.42	3.48	3.54	Machinist	3414	11	3.54
Scale Builder & Adjuster "B"	3.42	3.48	3.54	Scale Builder and Adjuster	4838	11	3.54
Die Maker "A"	3.71	3.77	3.83	Die Maker	3441	12	3.71*
Scale Builder & Adjuster "A"	3.71	3.77	3.83	Scale Builder and Adjuster	4838	12	3.71*
Tool and Die Maker	3.71	3.77	3.83	same	3416	12	3.71*
Transfer Engraver	3.82	3.88	3.94	same	5609	13	3.88*

\*Saved rates applicable



BUREAU OF THE MINT CONVERSION TO SINGLE RATE  
Version of IAG Adaptation of Army-Air Force Wage System

Effective: January 15, 1967

ASSISTANT SUPERVISORS

OLD JOB TITLE	Old Hourly Rates			NEW JOB TITLE	WB		New Hourly Rate
	Min.	Mid.	Max.		Code	Gr.	
Assistant Head Laborer (Custodial)	2.68	2.74	2.80	Laborer Leader	3502	5	2.78*
Assistant Head, Sewing, Inspection & Shipping Section	2.74	2.80	2.86	Inspecting and Packaging Assistant Lead Foreman	5606	6	2.90
Assistant Head, Receiving, Storing & Shipping Section	3.12	3.18	3.24	Coin Receiving and Shipping Leader	6941	9	3.25
Assistant Head Make-Up Weigher	3.12	3.18	3.24	Make-Up Weigh Leader	5424	9	3.25
Assistant Head, Upsetting Section	3.07	3.13	3.19	Upsetting Equipment Leader	5603	9	3.25
Assistant Head Annealer	3.14	3.20	3.26	Annealing Lead Foreman	3712	11	3.54
Assistant Foreman, Counting, Re- viewing & Automatic Scales Sec.	3.14	3.20	3.26	Counting, Reviewing and Weighing Leader Foreman	5613	11	3.54
Assistant Head Plumber	3.56	3.62	3.68	Plumbing-Pipefitting Leader	4204	11	3.54*
Assistant Head Process Weigher	3.14	3.20	3.26	Process Weigh Lead Foreman	5424	11	3.54
Assistant Foreman, Proof Coin and Medal Production Section	3.46	3.52	3.58	Proof Coin and Medal Production Lead Foreman	5613	11	3.54*
Assistant Foreman, Ingot Melting Section	3.50	3.56	3.62	Ingot Melting Lead Foreman	3741	12	3.71
Assistant Foreman, Rolling and Cutting Section	3.50	3.56	3.62	Rolling and Cutting Lead Foreman	3742	12	3.71
Assistant Foreman, Coin Press Section	3.48	3.54	3.60	Coin Press Lead Foreman	5602	13	3.88
Assistant Head Electrician	3.64	3.70	3.76	Electrical Lead Foreman	2801	14	4.04
Assistant Foreman, Machine Shop Section	3.96	4.02	4.08	Machining Lead Foreman	3401	16	4.38
Assistant Foreman, Stamping Die Section	3.90	3.96	4.02	Stamping Die Lead Foreman	3441	16	4.38

\*Saved rates applicable





AT PHILADELPHIA

V O L . V . N O . 2

F E B R U A R Y 1967

## E.E.O. SEMINARS HELD HERE

PRESIDENT JOHNSON set the tone of the drive for Equal Employment Opportunity last March when he said: "If we are to have equal employment opportunity in the Federal Government, we must attack the problem on many fronts." Government leaders have been striving since then to get the EEO Program in action on the local level. For it is on this level that the results will count most--and it is here that it is hardest to give an honest effort towards being fair to everyone.

Mint management, personnel and EEO officers have worked with the program since early last summer--attending conferences and training sessions, gathering information, making plans. Part of the overall plan now is to give every supervisor in the Philadelphia Mint an understanding of what his role is in this program. So, to get a better idea of what the program is about and what the responsibility of the individual is, day shift supervisors attended seminar sessions for 8 hours in the week of February 20th, and night shift supervisors will attend similar sessions during March.

Secretary of the Treasury Fowler and Director of the Mint Eva Adams have given strong support to these plans and seminars because, if the Program is really to be successful, it is essential that "each supervisor recognizes his responsibilities under the EEO Program; appreciates the significance of the Program; is given an insight into minority group problems; and has the opportunity to discuss job related problems and projects for community action."

Operation MUST and Job Redesign, two programs closely allied to the EEO drive, are also under discussion in the seminars.

## FEBRUARY'S VISITORS: THE ASSAY COMMISSION

CIVIC and industrial leaders from the West, the deep South, Rhode Island and California; accountants, government officials, lawyers; a professor, a legislative assistant...they came from many occupations and many states to serve on the 1967 Assay Commission. The two women and eighteen men appointed to the Commission by President Johnson were joined by three ex-officio members and the Chief Officials of the Bureau of the Mint.

They began their annual inspection on February 8, carefully examining the coins which had been selected at random from each 10,000 coins made in the Mints during 1966. After they had cut the coins, assayed and weighed them, and scrutinized them for flaws, the Commission announced that our coins met the rigid standards prescribed by Congress.

Although we know that our coin inspection system pretty well insures that the coins will be up to par, the Commission's annual visit keeps us on our toes. Their vote of approval represents the citizens' final decision as to whether or not we are doing our jobs well.

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## PAYDAY CHANGED TO MONDAY

BEGINNING with March 20, 1967, all Mint employees will be receiving their paychecks on Monday. This cuts to nine days the wait for our checks after we finish a pay period.

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## SERVICE PINS AWARDED

WITH sincere congratulations, Mr. Sura presented LENGTH OF SERVICE PINS to three Mint employees celebrating service anniversaries during February. Receiving the pins were: G. Norman Anderson and Alice A. White, with 25 years service each, and Charles T. Lordon, with 15 years of service.

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## NEW FACES

WELCOME BACK to Joseph A. Lusi, who returns to work in the Process Weigh Section, Coining Division, after two years with the army --part of that time in Viet Nam.

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## UNION ELECTION RESULTS IN

LOCAL #1023 of the A.F.G.E. has announced the results of its election held in early February:

LeRoy McKinney will remain President, while Ellison Hatton becomes the new Vice President, replacing Mr. Blosser.

Frances Stafford will remain Secretary, with Fannie T. Harrison acting as the new Assistant Secretary.

Willie Booker is Treasurer, with Bennie Evans as Sergeant-at-Arms.

An important meeting for the recruitment of new members was held on February 23rd.

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## SOMETHING TO THINK ABOUT

Success is just a matter of luck. Ask any failure.

(Earl Wilson)

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## SUNSHINE FUND STRIKES AGAIN!

THE officers of the Sunshine Fund gave us another pleasant surprise when they changed the food vending company which services the Mint. The switch to the Berlo Division of ABC Consolidated has resulted in a great improvement in the food situation here--and in more money for the Fund. Business has been good since the food service and selection have been so much better.

Besides adding more machines, the company installed a microwave oven to heat sandwiches and rolls in a few seconds! A new attendant is on duty from 9:30 a.m. to 1:30 p.m. to help employees operate the oven or to keep them in change.

Even though the quality and selection have been much improved, the price of all sandwiches has been reduced at least 5 cents. William Chambers, President of the Sunshine Fund, noted that it is possible that cheeseburgers and meatball, steak and barbeque sandwiches will be made available in rotation throughout the week, depending both on employee response and the arrangements which the company can make.

The Sunshine Fund officers are anxious to hear any suggestions employees have about the types of food, drink or snacks they want available. (Keep in mind, though, that no canned or bottled goods are allowed.) A suggestion box may be installed near the vending machines. In the meantime, you can direct your questions, suggestions or complaints either to the attendant or to Mr. Chambers, via a note left for him with the attendant or in the B & M Division.

Mr. Chambers expressed his thanks to his fellow officers and the Custodial Section for their cooperation and their efforts in making this improvement. All hope that the Fund will be able to give Mint employees greater satisfaction through its services.

In return, Mint employees give their sincere "Thank You" to all who worked on this project.

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## "Operation MUST" at Work

SEVEN men have just completed six months of on-the-job training to earn their Machine Tool Operator ratings. Their story is a good example of Operation MUST in action, as it provides greater opportunities for us all through Maximum Utilization of Skills and Training.

These men applied, in competition with other Mint employees, for training last July when the opportunity was announced. They were selected to begin training in August. Since then they have acquired completely new skills--skills which will open new doors for their future advancement and at the same time answer the Mint's need for skilled workers. With their new basic skills they can work up to a highly skilled journeyman level.

The men benefit from this training opportunity, but so does their employer. Like any other employer, the Federal Government benefits from its training programs because urgently needed workers are trained for jobs which require special skills.

The goal of Operation MUST is to develop fully the potential of Government employees. The program is a broader one than just giving on-the-job training to a few employees. Part of its aim is to find any special skills and training which Federal employees have and use these assets by qualifying the employees for better jobs, rather than allowing their skills to be wasted in jobs below the level of their experience. This means, too, that the individual employee who gets advanced training on his own--or the individual who has experience in a field other than the one he's in--can qualify himself for promotions to positions where he'll use his special abilities.

The new Machine Tool Operators have a good start in their new careers--but they will have to go further on their own. It's up to them to gain more experience and training. And when they do advance they'll leave a spot behind them for someone else who wants to learn--whether at work or on his own--and to get the experience in unskilled positions that will qualify them for more skilled positions.

\*\*\*\*\*

## PROMOTIONS

CONGRATULATIONS to those men who have completed their training and are now Machine Tool Operators reassigned to the Stamping Die Section of the Engraving Division: Robert Di-Giovanni, Stanley M. Fabre, John J. Green, John W. Larke Jr., Stanley F. Lepczyk, and Silvino R. Menello.

And, Congratulations to those who have recently received promotions:

### COINING DIVISION

Domenic R. D'Antonio and Joseph A. Mullen to Annealers in the Annealing Section.  
Frank R. Booker, George Boyd, George W. Brown Jr., Charles E. Cooper, David J. Foglio and James P. Robinson to Machine Operators in the Rolling and Cutting Section.

### ENGRAVING DIVISION

Paul J. Tanger to Die Maker Grade I2, and Joseph A. McGuigan to Machine Tool Operator both in the Stamping Die Section.

### OFFICE OF THE SUPERINTENDENT

John V. Sheldon to Safety Officer, GS-I2.

### PURCHASING SECTION

James J. Kelly to Procurement Agent, GS-II.

\*\*\*\*\*

Hear about the five children who were to open a P.T.A. meeting at school by spelling out the word H-E-L-L-O with large letters which they held out in front of them as they entered the room? The last child in the line became quite confused when he saw the large audience, but he was a hit anyway. When he finally made up his mind he moved to the beginning of the word instead of the end!

\*\*\*\*\*



## BLOOD CREDIT NOT HIGH ENOUGH

PHILADELPHIA Mint Blood Donor Club records show that 84 volunteers were processed here during the January 25th visit of the Blood Mobile. Only three volunteers were rejected as donors--a good record, considering that over 20 have been rejected on previous visits.

One-third of the 81 units processed will go to the Blood Center in the Hospital of the University of Pennsylvania to cover the cost of administering the program. The remaining 2/3 (or 54pints) will be credited to our Mint Blood Donor Club account. Added to this will be 26 pints from our previous balance, plus one pint donated at the Blood Center by a Club member on January 27th. Thus, the CURRENT CREDIT BALANCE is 81 pints.

Since 106 people signed slips saying they intended to donate on January 25th, we hope that those who didn't make it will donate on Thursday, March 23rd, when the Mobile Unit will be here from noon to 6:00 p.m. These hours will be convenient to both the day and the 4-12 shifts, yet very few people have indicated their intention to donate.

Again: the response to these trips of the Blood Mobile has been very poor on the whole. Of the 269 people who have been members of the Club, 103 have never donated and another 53 have not given blood for two years ! Only 113 members of the Club are in good standing and eligible for the benefits. These active members have been very generous, but too many other members haven't done their share. Half of the Club's members are no longer eligible to receive blood because they have not donated within the past 2 years ! (Anyone interested in becoming an active member may sign up for donations in the Nurse's office.)

Although the Club's supply seems quite ample, it is not. It could be very rapidly depleted, as in one four-month period when 58 pints of blood were used. Considering the large number of

people protected by the Club, we should have a much higher credit balance, so that we always have enough for both emergency reserves and to give as much to each individual as he needs. Several people have used 14 or more pints ! This would have cost them as much as \$500--at a time when they could least afford such an unnecessary expense--if they had not been active members of the Club.

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### THE WAY I SEE IT

by Jack Sheldon

HOW often do you hear of a ballplayer being referred to as an "old pro" or a "real pro"? This is a true compliment--it means that he is a professional in every aspect of his work. Most of us think of ballplayers or athletes when we hear the word professional. However, "Professional" is defined as "engaged in a specified occupation for pay or as a means of livelihood."

To me, it makes no difference if a person is a Safety Officer, Machine Operator, Janitor, Plumber or...whatever his title may be--he is engaged in a specified occupation for pay and is therefore a professional !

But do we think of ourselves as professionals? How often do we take a look at ourselves and ask ourselves if we are doing a truly professional job? Do we always do our work in a fashion that we can be proud of--or do we just slop along enough to get by? Do we always obey the rules--or do we try to cheat when we think no one is looking?

I think that it is time that we do start thinking of ourselves as professionals, having the pride of professionals, and always doing a job in a professional manner.

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A driver is safest when the roads are dry. But the road is safest when the driver is dry.

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AT PHILADELPHIA

VOL. V. NO. 3

MARCH 1967

## **EQUAL EMPLOYMENT OPPORTUNITY SEMINARS COMPLETED**

ALTHOUGH March 16 marked the end of formal EEO Seminars in this Mint, it marked the beginning of new action in the program here. All supervisors attended four, two-hour sessions, in which they discussed problems which arise in the program and ways of expanding their role in creating a "climate of equal opportunity" for all of their employees. Highlighting the sessions were several very interesting and informative talks on Operation MUST, the Treasury Department's EEO policy, remarks by Mr. Sura and the appearance of two inspiring guest speakers.

Both of our guest speakers were from the Philadelphia Urban League and have many years of experience in human relations work to their credit, in addition to Master degrees. Mr. Donald Hill, Director of Employment for the Urban League, spoke at the first week's session, while Mrs. William Duckrey, Deputy Executive Director of the League, spoke at the later sessions.

They spoke about the responsibility of the supervisor in carrying out the spirit of the EEO program and what he can do to create a feeling of self-confidence in the individuals assigned to him. Only then will all employees feel equally worthy and able to compete for advancement, knowing that their supervisor views them "through the same set of eyes". By remembering that each person needs to feel his worth as a human being -- to feel that he is "Somebody" -- the supervisor can get each employee to perform to the best of his ability. Then the employee, the employer, and the country will grow.

Mr. Sura, too, emphasized our individual responsibility in this program, noting that the problem of providing equal opportunities for minority groups is neither a new one nor one easily solved by passing laws. He stressed that the only way to make the laws work is for each of us to do our best on the man-to-man level, remembering how much it hurts to be discriminated against because we may happen to belong to the "wrong" religion or, perhaps, because our parents were born in another country. To change this we must create a "climate" in which the individual is judged on ability alone.

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## **BUREAU OF THE MINT TOPS IN THE TREASURY**

A report from the Department of the Treasury shows that for the first half of the 1967 Fiscal Year (July 1, 1966 to December 31, 1966) the Bureau of the Mint lead in the overall effectiveness of its Incentive Awards Program. Our first place position was derived from our comparative standing in four award categories: (1) the number of Superior Performance and Special Service Awards made per one hundred employees, (2) the amount of these awards, (3) the amount of Tangible Benefits from Suggestion Awards and (4) the number of High-Quality Pay Increases given.

The Bureau of the Mint, ranked fourth in the first two categories, but was first in the amount of Tangible Benefits and in the number of High-Quality Pay Increases awarded. Our average in Tangible Benefits was \$3,020.68 per one hundred employees in the Bureau of the Mint. A good record for us to try to beat!



## MARCH: AN AWARD - WINNING MONTH !

MR. Sura was extremely pleased this month with the number of awards which he presented to Mint employees. Their special efforts have been recognized in many ways. We are proud to have these people working with us !

SUPERIOR PERFORMANCE AWARDS were presented to eleven employees. They are:

Charles A. Denk, a Machinist in the Building and Mechanical Division, was awarded \$150.

Mary G. Hyland, Clerk (Typing) in the Cash and Deposits Division, was given a Quality Step Increase.

Anna M. Christinziano, Machine Attendant, in the Coining Division, received \$150 for her fine work and was joined by Naomi A. Mc Lean, Elizabeth Fraley, Lucille Wood, Olivia Jordan, Josephine Ramsay, Verna Polny and Alma Vaughn, who received a group award of \$900 for their superb work in the Counting, Reviewing and Automatic Scales Section in the Coining Division.

Leopold Ruiz, Make-Up Weigh Leader in the Melting and Refining Division, received an award of \$150 for his superior performance.

CONGRATULATIONS on your excellent record!

LENGTH-OF-SERVICE PINS were awarded to six employees for their many years of service with the Federal Government.

### TWENTY - FIVE YEARS

Angelo Baglio and Agostino Milano

### TWENTY YEARS

Mabel H. Dunning, Kenneth W. Grant and John W. Lark.

### FIFTEEN YEARS

John J. Milewski

Richard Wolf also received his TWENTY - FIVE YEAR pin, which was due last April.

SUGGESTION AWARDS distributed this month totaled \$275. Those who received awards for their bright ideas were:

Anthony Battaglia \$15

Howard Bergbauer (resigned) \$50

Edward Blosser, who received two: \$25  
\$15

Peter Capozzoli \$15

Sydney Cohen \$15

John F. Grinnan \$25

John P. Murray, who received two: \$15  
\$15

Thomas Walsh, who also received two: \$15  
\$15

Laurence O'Brien and Joseph Visconti, who shared one award of \$20

Clifton Curtis Sr, John Ferrara, John Johnson, Stanley Lepczyk and Joseph McGady, who all shared one award of \$20

Clifton Curtis, John Johnson, Stanley Lepczyk and Willie Washington Jr., who shared one award of \$15

## CONFUSED?

PHILADELPHIA MINT INSTRUCTION NO. 18, concerning Within-Grade Increases, applies only to per annum employees—those paid according to the Classification Act of 1949 (as amended).



## THE WAY I SEE IT . . . . .

Jack Sheldon

TO borrow from an old saying, "You can please some of the people all of the time, all of the people some of the time, but you can't please all of the people all of the time."

The truth of this was brought home to me very quickly after the present method of controlling exit travel was instituted. I watched the employees go out the first night and I thought that it was handled nicely. People, for the most part, were being very cooperative and there was little confusion. There were a few snide remarks but this was expected.

The next day the comments started. To me, these comments were most revealing. They were equally divided between pro and con. One lady told me that it was the first time that she felt comfortable going out the door and that actually she got home a couple of minutes earlier than she usually did!! Yet, one fellow didn't like it at all - he thought that it was really ridiculous to make employees go out of a door in single file.

As I said before, the comments were about equally divided between pro and con; however, as I sorted these comments out in my mind, I realized that the employees who favored this were generally more cooperative in all matters regarding safety!!

This is not to say that those who were against it are not cooperative; many of them have helped me considerably in solving problems. But in the main, I can only frankly say that employees who are truly safety conscious more readily grasp the advantage of changes which in the long run are for their benefit.

## PAYROLL SAVINGS REPORT

THE latest report from the Department of the Treasury shows that the Bureau of the Mint was only in 7th place in its Payroll Savings Bonds sales during November, December and January.

## PROMOTIONS

TWO more men, Louis Kaufman and George Sparta, have successfully completed the six-months training period which qualifies them for Machine Tool Operator ratings. They have been reassigned to the Stamping Die Section of the Engraving Division.

CONGRATULATIONS to them for their diligence, and to those employees who received promotions this month.

### COINING DIVISION

Promoted from Helper, General to Machine Operators in the Rolling and Cutting Section were:

John Amorosi, Joaquina L. Bagley, Albert Barenek, Gerard R. Cannon, Louis Capozzoli, Alan DuRant, Patrick Finn, Clifford Jewell, Verneace J. Jones, Evans Joyner, Michael L. Lee, Franklin McGrath, Michael A. Marro, Criag Moore, Laverne R. Ross, and Minnie Strange.

### MELTING AND REFINING DIVISION

Odell J. Brown, James F. Delk, Larry S. DeWalt, Willard Epps, Hercules Johnson, George E. Jones, Patrick Panikowski and Narlon S. Washington were all promoted from Helpers, General to Melters (grade 7) in the Ingot Melting Section.

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### SKILLS RECORD UP-TO-DATE?

DO you have any job qualifications which may not be listed in your Official Personnel Folder? The Mint Promotion Plan makes it your responsibility to keep your own personnel records current. If you want credit for any education, training or experience, you must have it documented in your Official Personnel Folder. It pays to re-evaluate your skills and update them, especially with the opportunities for training and promotions offered by "Operation MUST". The form to use in bringing your list of skills up to date is available in the Personnel Office.



## PERFORMANCE RATING APPEAL RIGHTS

ANNUAL performance ratings are now being assigned, so it is important that employees be aware of their review and appeal rights. If an employee discusses his rating with his supervisor and/or the Personnel Officer and is still dissatisfied, he has the right to file an appeal of either an "unsatisfactory" or a "satisfactory" rating.

An employee who has received an "UNSATISFACTORY" rating has the right to one impartial review by a Performance Rating Review Committee in the Mint and one appeal to the Treasury Department Performance Rating Board of Review. If seeking an impartial review of his rating, the employee must file a written request with his supervisor within 15 calendar days following the receipt of his rating. An impartial committee of not less than three shall be appointed by the Superintendent of the Mint to hear testimony and make investigation. The employee has the right of representation by a person of his selection. The decision of the committee may set aside the original rating. If the rating is sustained, however, the employee may file a further appeal with the Treasury Department Performance Rating Board of Review, provided such action is taken within 30 calendar days after receiving the decision of the review committee. Or, an employee may appeal directly to the Treasury Department, thus bypassing the Mint review board, if he files a written appeal within 30 days following the receipt of his rating.

In appealing a "SATISFACTORY" rating, an employee has the right to either an impartial review (as outlined above) or a written appeal to the Treasury Department Performance Rating Board of Review within 30 calendar days following the receipt of rating. In no case will the employee obtain both reviews when making an appeal of a satisfactory rating.

More detailed information in regard to filing for a review or filing an appeal may be obtained from the Personnel Office.

## CLASSIFICATION APPEAL RIGHTS

EACH employee has the right to appeal the classification of his position, at any time. The appeal procedures:

1. The employee should first discuss his duties and his reasons for requesting a higher grade with his supervisor to determine if an appeal is necessary. The position description will be reviewed by the supervisor to determine any need for revision. If it is current and accurate, the employee's review request should be processed promptly and forwarded from (1) the immediate supervisor to (2) head of the division, to (3) the Superintendent, to (4) Director of the Mint.

2. If the Director of the Mint denies the appeal, the employee will be notified of the reasons for the denial and given the right to appeal the decision with the Office of Personnel of the Treasury Department or to the Civil Service Commission.

An employee may bypass the above procedures and appeal directly to the Civil Service Commission. He should avoid simultaneous appeals to the Office of Personnel and to the Commission.

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## 1966 SPECIAL MINT SETS ON SALE HERE

THE 1966 Special Mint Sets, made at the United States Assay Office in San Francisco, went on sale over the counter here on March 15th. The sets are available at the Medal Sales Office on the mezzanine floor, at a cost of \$4.00 each. 1965 Special Mint Sets are also on sale here at the same price.

Mail orders for 1967 Special Mint Sets are now being accepted and processed at the United States Assay Office, 350 Duboce Street, San Francisco, California 94102. The sets cost \$4.00 each, with a limit of twenty-five sets per order.



## FROM THE SUNSHINE FUND

THE microwave oven in the vending machine area has been so well received that many employees who buy food from the machines now have to wait while those who bring their lunches from home use (and sometimes abuse) the oven to heat their things. The oven belongs to the vending company and people who want to buy from the company should not have to wait in line to use the oven. To help speed things up during lunch hours, the vending company will soon install a second oven for their patrons's use.

In the Spring of 1965 Mint employees were given glaucoma examinations at the Wills Eye Hospital courtesy of the Sunshine Fund. Two years later, the bill has finally arrived. (And people talk about Government Red Tape!) It was promptly paid.

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## CORRECT ADDRESS IMPORTANT

EMPLOYEES are reminded that it is very important to keep your Division Heads and the Personnel Office advised of any change of address and telephone number.

If both offices have your current number and address it saves a great deal of confusion and expense in emergency or other need, such as the big snowstorm in February. It was a big job then to contact employees on the night shifts to tell them not to report to work--and correct telephone numbers were a necessity.

For tax purposes, too, it is important that you keep the record straight. Please check the address on the W-2 form which you received last month. If it is not correct, give your correct address to your Division Head immediately. Division Heads will prepare the Standard Form 52 (in duplicate) and forward it to the Personnel Office.

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We seem to need a reminder that use of Government franked envelopes for private or personal correspondence is illegal.

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## MORE MEDALS IN THE MAKING

"Seward's Folly" is what skeptics dubbed Alaska when William Seward (then the Secretary of State) purchased that frozen hunk of land from the Russians in 1867. Now we are celebrating the Alaska Purchase Centennial with a commemorative medal approved by Congress. Philip Fowler and Edgar Steever worked on the medal, which features a totem pole of symbols on one side and a prospector with a pack on his back and the legend "North to the Future" on the other side. Both sides of the medal have been done in very low relief in order that they can be reproduced as both a three-inch medal and a small coin medal about the size of a dollar.

In addition to the Alaska Purchase medal, the Engraving Division has been busy with several other medal projects, such as the Assay Commission Medals. These bronze medals feature a portrait of Eva Adams on one side (by F. Gasparro) and a portrayal of the new, Fourth U. S. Mint on the reverse side (by M. Iacocco). They were presented to each of the members of the President's Assay Commission after its inspection in February.

A coin medal commemorating the Ellis Island Immigration Center's 75th Anniversary has just been completed. Portrayed on its reverse side are the Ellis Island Center and a newly arrived immigrant family. Underneath are the words: "16 Million Immigrants Entered America Through These Portals." Encircling this design by F. Gasparro and E. Steever is the inscription: "Ellis Island National Shrine-Doorway to Freedom." On the obverse side are the Statue of Liberty, the dates of its first century (1865-1965) and the words: "Liberty Enlightening the World."

The Ellis Island medal is the fourth in a series of medallions which commemorate four National Historic Shrines in New York City. Known as the Liberty Series (because all have the Statue of Liberty design on the obverse side), they are available in bronze and in silver from the National Shrines Board, c/o Federal Hall National Memorial, 15 Pine Street, New York, New York 10004.

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NEW BONDS GO ON SALE MAY 1st TO PAYROLL-PLAN SAVERS WHO BUY SERIES "E" BONDS. Interested? Full details about new bonds will be in April "MINT" issue.



## SICK LEAVE EQUALS PAID-UP INSURANCE POLICY

THE Accounting Division reports that there are now sixty-four employees in the Mint who have over 1000 hours of sick leave to their credit. That's an increase of eleven over the past year, and a record to be proud of.

Notice that the first five people on the list have over one full year of sick leave to draw on in case of need. We hope they don't need it, but it is a great kind of insurance--just in case. Just ask the other fifty nine people on the list--they all have over twenty-five weeks of leave insurance.

### PER DIEM and PER ANNUM EMPLOYEES WITH OVER 1000 HOURS OF SICK LEAVE Leave Year Beginning 1967

Frank Gasparro	2223	James R. Beal	1528	George Johnson	1153
Harry Stern	2192	Andrew E. Slater	1497	Edward Dewees	1135
Daniel J. Costanzo	2182	Virgil H. Newman	1467	Albert M. Pratt	1122
Richard S. Wolf	2106	Sidney Rosendorn	1463	Thomas Black	1121
Willard L. Ainsworth	2097	Leonard Meyers	1453	Francis E. Folk	1121
Hyman A. Friedman	1981	Joseph A. Petrone	1381	Herman Vizner	1120
Ann S. Philippi	1962	John R. Craig	1351	Alice A. White	1116
Joseph A. Tomaszewski	1938	D. John Carr	1349	John W. Klatt	1098
Elwood Bruce	1935	Alfred Sylvester	1344	Walter R. Christensen	1089
Henry Frazier	1930	Walter S. Tempalski	1344	Noami A. McLean	1089
Lenard Brown	1926	Joseph E. Lynch	1332	Hildrey E. Hulstine	1081
John P. Lepping	1873	Nicholas Marandola	1327	John P. Peleckis	1063
Francis Spizzirri	1866	Uylsses Sullivan	1304	Flavian Sanchez	1056
Allen H. Timmons	1840	Woodrow L. Amey	1285	Gerald Tempesta	1051
Edwin Kuehnle	1750	Sydney C. Engel	1255	Walter Whitehouse	1038
Francis H. Breen	1732	Kenneth W. Grant	1241	Albert Scarcello	1026
Carolyn Keefer	1703	J. Leland Myer	1234	John Williams	1026
Dominick V. Fischett	1698	Gr. Norman Anderson	1204	Fred Lindner	1025
Charles Strunk	1666	Abraham Schwartz	1195	Thomas E. Power	1021
Harry P. Landsiedel	1631	Daniel A. Gallagher	1194	James H. Young	1020
Frank E. Campbell	1621	Clarence A. Miller	1184	Samuel J. Dalessio	1002
		Robert W. Schrader	1169		

### BOARD OF EXAMINERS TRANSFERRED

ON March 15, 1967, the United States Mint Board of Civil Service Examiners transferred its functions to the INTERAGENCY BOARD OF U.S. CIVIL SERVICE EXAMINERS. All inquiries about job openings and examinations in the Federal Government should be made at the Interagency Board, which is located at 128 North Broad Street in Philadelphia. (The entrance is at 1421 Cherry Street.)

### SOMETHING TO THINK ABOUT

Life can be mighty grim when you reach 80, especially if there's a police car right behind you.

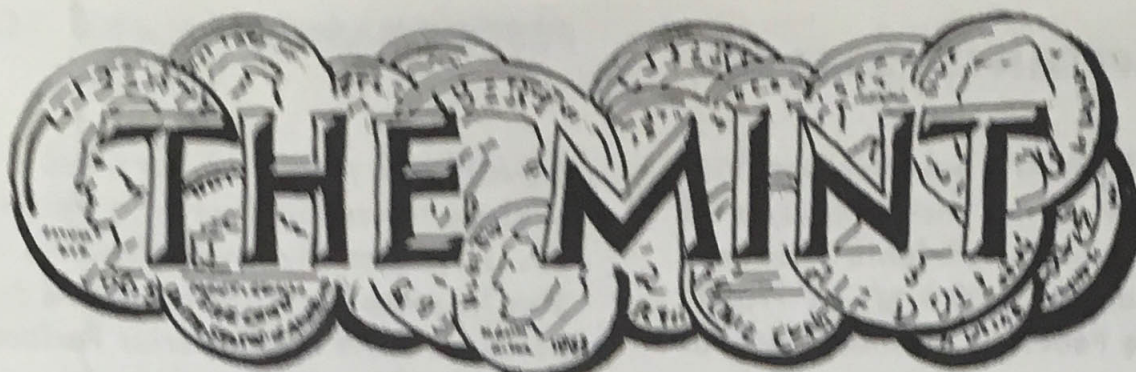
A small girl was entertaining her mother's guests before the mother came downstairs.

The two looked over the girl and one said to the other: "Not very p-r-e-t-t-y."

"No," answered the child, "but s-m-a-r-t!"

To improve your memory, lend people money.





AT PHILADELPHIA

Vol. V, No. 5

MAY 1967

## MINT CHIEF EARNS MERIT AWARD

PUBLIC SERVICE is a demanding career, in which an inner sense of pride and accomplishment is often the only reward for those who serve well. It is an unusual individual who receives the high praise and recognition of an award from the Secretary of the Treasury. On May 17, MICHAEL H. SURA became one of the few public servants to be honored with a MERITORIOUS SERVICE AWARD when it was presented to him in our Mint lobby.

Miss Eva Adams, Director of the Mint, presented

the award in a brief ceremony in which she read aloud from the award citation and added her own praise and appreciation.

The Award Certificate bears a silver embossed seal and the signature of the Secretary of the Treasury, Henry H. Fowler. A green Treasury Department Meritorious Service Flag, on a small gold desk stand, a silver medal, and a small silver lapel pin were also presented to Mr. Sura as part of the award.

### MERITORIOUS SERVICE AWARD

Michael H. Sura

In recognition of his forceful and imaginative leadership during a period of unprecedented transition in the Mint. His skill as an administrator, organizer, and adviser to top management in the Office of the Director was of inestimable value in (1) the successful planning and execution of a crash coinage program in the Philadelphia Mint which in fiscal year 1966 brought production to a peak of 3.4 billion pieces, an increase of 2.3 billion over the 1961 level; (2) the formulation of policies and plans for the construction, equipping and staffing of the new Mint in Philadelphia; and (3) the skillful management of the original experimentation with clad coin and its initial production, which involved the development of new techniques of blanking, annealing, upsetting and coining.

He has, indeed, given much of himself to the Mint yet he was generous in giving credit to all of the employees here for their combined efforts in the achievements of the past six years.

Mr. Sura began his distinguished career with a B. S. degree in Economics from the University of Pennsylvania's Wharton School of Finance and Commerce. He later spent more than two years in advanced study of business administration and another two years studying at the Fels Institute of Local and State Government at the University of Pennsylvania.

Before joining the Federal Government, Mr. Sura held highly responsible positions in local businesses and in Philadelphia's city government, and was also very active in community affairs. He was one of the founders of the Police Athletic League and an officer of numerous retail merchants associations. He has also been very active as a lecturer and a fundraiser for several large charities. In fact, much of his life has been devoted to service in the community and the government -- a fitting recommendation for a Meritorious Service Award. We may be proud to serve with him.



## PRESIDENT APPOINTS ASSAYER

MR. HYMAN A. FRIEDMAN has been appointed by President Johnson to the post of Assayer of the United States Mint at Philadelphia. He was sworn in to the position at 10:00 a.m. on Friday, May 26, 1967, in the Federal Courthouse here in Philadelphia.

Presiding at the swearing-in ceremony was Judge Thomas Clary, who, as the Senior Jurist for the Eastern District of Pennsylvania, is the designated head of the Annual Assay Commission which meets in the Philadelphia Mint each February. Mr. Sura and other representatives of the Mint attended the ceremony, along with Mr. Friedman's co-workers, friends and family.

Mr. Friedman has served as the Acting Assayer since early last year. He has been with the Mint since 1934, when he was recruited from Arizona--where he worked for a time as a Mine Surveyor--to help with the heavy load of assaying caused by the Government's gold buying program. In 1965 Mr. Friedman became the Assistant Assayer, having worked his way up from his original position as a Junior Assayer. Mr. Friedman was originally from Hartford, Connecticut. He received his Bachelor of Science degree in Mine Engineering from the University of Arizona, at Tucson, in 1927.

Just last month Mr. Friedman received an award for his outstanding work in developing tests for use in assaying our clad coins and coinage materials and for his leadership in the Assay Division.

Once again he is deserving of our Congratulations!

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MR. SURA and Mr. Chambers, acting in behalf of the Philadelphia Mint Sunshine Fund, presented a \$25 Savings Bond to BERNARD CALDWELL recently. The bond was given in recognition of Mr. Caldwell's quick thinking and action in preventing a serious accident when an overhead crane developed an electrical failure, while in motion, and went out of control.

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## PERFORMANCE AWARD TO DIVISION HEAD

AGAIN this month we have had a Division Head achieve the recognition of a Performance Award. Dr. J. Leland Myer was given the largest Quality Step Increase ever granted at this Mint when he received a Sustained Superior Performance Award from Mr. Sura this month for his work in the Melting and Refining Division during the past several years. Congratulations!

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## TWO MINT ENGRAVING ARTISTS HONORED

OUR Mint Engravers have received national acclaim recently.

Frank Gasparro, Chief Sculptor and Engraver, was recently honored at a testimonial dinner held in The Pennsylvania Academy of Fine Arts at Broad and Cherry Streets when the DaVinci Art Alliance declared him "Man of the Year" in recognition of his many contributions to art. Mr. Gasparro has achieved international recognition for his work in medal designs. He also receives constant national recognition for his designs for the coins which we use daily.

Also honored recently was Philip Fowler, Sculptor and Engraver, who won the 1967 John Gregory Award of the National Sculpture Society. Mr. Fowler, who has been with us for five years, is very active in sculpture work outside of the Mint. He was selected in competition with all other interested American sculptors under forty - five years of age. The award included a cash prize of \$500 which Mr. Fowler will use in further sculpture work and study.

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SOME buildings have interior walls that can be shifted, but the U.S. Treasury has them beat --- it has a ceiling that can be raised.

The distance between the possible and impossible is the measure of a man's will.

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## MAY SUGGESTION AWARDS

SUGGESTION AWARDS went to a large number of Mint employees this month as the total amount of the awards again rose over the \$400.00 mark.

John J. Mangano received a large check--\$105-- for his ideas concerning the repair of scrap cutter units used on our coin blanking presses. The tangible benefits from his suggestion were estimated to be \$2020.00.

Others receiving awards were:

John Murray \$50

Joseph Jabbs and John Schlotter shared \$50

Gennaro D'Aquilante \$20

William Borecky and John Johnson shared \$20

William Borecky, Robert Carrington, Philip Fowler, James Galati, George Moffit, Joseph Mullen, Samuel Petrille, Frank Pipolo, William Reichert and Timothy Warren each received \$15 awards.

William Davis, Stanley Lepczyk and Ralph Watkins all shared a single \$15 award.

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## SERVICE PINS AWARDED IN MAY

TEN Mint employees received Length-of-Service Pins this month in recognition of their many faithful years of service in the Federal Government.

Those who received the awards were:

### TWENTY-FIVE YEARS

Thomas Booth, Frederick Ernst and James Young

### TWENTY YEARS

Jake Evans Jr, Anna Mae Rhodeside, Daniel Seymore  
Herman Vizner

### FIFTEEN YEARS

William Gundy and J. Russell Noll

Courtney La Boo also received a Pin for her twenty years of service as of December 1966.

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## PROMOTIONS

SIX more employees who completed their on-the-job training under the Mint Training Agreement earned new ratings this month. Four men became Machine Tool Operators and two men were promoted to Pressmen.

Fiore Capuano, Mario Girardo, Joseph Marra and Lee String now hold Machine Tool Operator, WB-7, positions in the Machine Shop Section, Building and Mechanical Division.

Ronald Davis and Vincent Peruto were promoted to Pressman, WB-8, in the Coin Press Section of the Coining Division.

Although Philip Fowler, Michael G. Iacocca and Edgar Steever have been working in the Engraving Division for several years, they have just received Career-Conditional appointments here! All three of these Sculptor-Engravers were converted this month from their previous non-competitive status. Mr. Fowler and Mr. Iacocca were also promoted to their present GS-12 and GS-11 grades.

Other employees promoted this month:

ACCOUNTING DIVISION - Joel H. Weiss to Accountant, GS-9.

BUILDING AND MECHANICAL DIVISION, Machine Shop Section - Joseph Skasko to Tool and Die Maker, WB-12.

ENGRAVING DIVISION, Stamping Die Section - Andrew Corigliano and Sidney Cohen to Die Maker, WB-12.

MELTING AND REFINING DIVISION, Ingot Melting Section - Coleman McCall to Melter, WB-7.

CONGRATULATIONS to all of these employees on their advancements!

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## MINT EYE CARE PROGRAM STARTED

A Sight Screening Program was begun here this month as the second part of the Mint's plan for positive action in the care of employee welfare. The first part of the plan--testing each employee's hearing--has been slowed by the lack of a sound-proof booth for testing.

In our Sight Screening Program we will use an Ortho-Rater machine like the one used for many years in the Treasury Department. Each employee will be tested to see if his visual efficiency meets the minimum vision requirements for his job.

The tests are very interesting and simple to take. They do not diagnose inadequate vision and are in no way a substitute for a professional examination--they simply measure the different types of seeing abilities that are used to some extent on every job in the Mint.

Different--sometimes extremely different--visual abilities are required for various jobs. Many jobs require employees to distinguish the fine details of small, close objects, while others require the ability to see distant objects clearly. Some jobs require depth perception or color discrimination. Only by testing can a person be sure that he or she meets the minimum requirements of the job.

After receiving the vision tests each employee will be told how his visual performance compared with the visual standard of his job. If his vision should be improved for his safety and comfort, the employee will be advised to obtain a complete eye examination from his personal ophthalmologist or optometrist as soon as possible.

The Sight Screening Program is for our benefit, since it will help all employees conserve and improve their precious vision by pointing out any need for professional eye care and increasing our safety and comfort on the job. No one's job will be affected adversely in any way by this testing.

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One young teen to her competitor: "I've heard so much about you. What's your side of the story?"

## BIG BAD DEBTS . . . . .

DEBTS ARE NASTY. Not only are they hard to pay off and costly, they can also get you into some very embarrassing spots and steep trouble. For instance, they can hurt your reputation at work. It is important that all Mint employees know the Mint regulation regarding indebtedness:

"...Bureau employees, because of their close contact with values, are expected to make payments on their debts as they become due so that they may be free from pressure from creditors. Therefore, it is incumbent upon every Bureau employee to give careful attention to his overall financial situation and his ability to meet the terms of payment of any proposed indebtedness before he incurs the debt. Those employees who habitually fail to pay their debts as contracted will be considered doubtful employment risks and will be removed. ... This includes indebtedness to Federal, State and local governments as well as to private concerns and individuals. ...

When complaints are received from creditors, the employee concerned will be notified so that he may take prompt steps to prevent further complaints. If complaints continue to be received, appropriate disciplinary action, including dismissal, will be taken." (ARTICLE XXII, PART 10, SECTION 17)  
Mint Regulations

It may help all of us to remember some of these points....

**DO NOT BORROW** unless you absolutely must.

**REMEMBER**, buying on credit is borrowing, and borrowing costs you money. You will have to pay interest--or a service charge--on top of the cost of the items you borrow to buy.

**BE CAUTIOUS** about where and how much you borrow. Deal only with banks or companies with very good reputations, even if they don't offer as much money. They take more care to see that you will be able to meet your payments. Those companies which are so eager to give you credit or money are much more eager to collect, and they do not hesitate to pester you and your boss about your debts.

**MAKE SURE YOU CAN AFFORD TO BORROW**



Before you borrow or buy on credit, make a detailed list of every one of your expenses for a whole year. Then add a little extra to your total to cover any emergencies or errors.

Divide your total yearly expenses by 12 to find your real monthly expenses. Now add the cost of your loan payments plus interest, service and carrying charges.

Compare with your monthly take-home pay. Will the extra payment be hard to make? IF IT IS A tight squeeze, DON'T TAKE THE CHANCE!

The item isn't worth the worry. It is easier to do without it for a few months while you save the purchase price. It isn't hard if you buy bonds or deposit the money in a savings account before you cash your paycheck. Soon you have enough to buy the item without risking a bad debt or a poor credit reputation, without paying interest, and without those nasty calls to your boss.

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Employees throughout the Bureau of the Mint will miss the ready humor and expert services of a devoted employee, ROGER REED, who died suddenly in his Washington, D.C. home on April 21st.

Mr. Reed worked in the Accounting Division at Bureau headquarters for twenty-five years. For the past four years he served as the Contract Specialist in charge of executing foreign coinage orders. He also dealt with domestic organizations ordering special medals. Mr. Reed was sixty-one years old last December.

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## IN THE EVENT OF AN ATTACK

ALL FEDERAL EMPLOYEES must report to the nearest Post Office in operation and register as a Federal employee following any serious attack on the United States. C.S.C. forms 600 have been prepositioned at the Post Offices for this purpose. Your services would be vitally important to the country in such an emergency situation.

## SOMETHING TO THINK ABOUT

The only exercise some people get is jumping to conclusions, running down friends, sidestepping responsibility, and pushing their luck!

If you think old soldiers just fade away, try getting into your old service uniform.

HUSBAND, whispering to wife, who is chattering away with their hostess: "You've dropped one more name than she has--we'd better go while you are in the lead."

"Pardon me, sir," said the waiter, taking up the money, "but this includes nothing for the waiter." "I didn't eat one, did I?" said the professor, glancing up from his book.

An unbiased person is one who has the same bias as you have.

We are proving that man can live in outer space and at the bottom of the sea. Meanwhile, in the area between, it's getting tougher and tougher.

Frequent naps will keep you from growing old, especially if you take them while driving.

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## NEW FACES

WELCOME to Miss Anna Marie Stenn, Secretary (Stenography), GS-5, who is now working for the Office of the Superintendent at the New Mint.

WELCOME BACK to William T. Gonzales, who is returning to work as a Machine Operator, WB-7, in the Coin Press Section, Coining Division.

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## HOW WOULD YOU LIKE TO BE

WELL — OFF?

(Detailed instructions for getting ahead in the world are on the following page. Please read on.)

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## IT'S VACATION TIME AGAIN!!

CARLOADS of carefree vacationers rushing madly to the mountains, the shore, to someplace to relax and get away from it all. So anxious to get going that they forget every rule of common sense and safety in the book. So anxious that they become menaces to everyone else as well as themselves. **DON'T LEAVE YOUR BRAINS AT WORK.**

Vacations are great, no matter where you go or what you do. Here are some hints from the National Safety Council to help you have a great vacation.

### BEFORE YOU TAKE OFF....

Tell the police and ask a neighbor to watch your home.

Arrange for lawn mowing. Ask the post office to hold your mail.

Double check windows and doors, but leave the shades up so that it looks like someone is home.

### BE SURE YOUR CAR IS IN STELLAR SHAPE....

Check the tires, steering, lights, wipers and brakes. Don't leave without a first aid kit, flares, and a flashlight.

### TRAVEL TIPS FOR SAFETY....

Don't drive like a lunatic -- take your time and stop for a cold drink or a leg-stretch every two hours. Look for accommodations before it gets dark, or you may spend the night looking at "No Vacancy" signs.

If anything happens that takes your mind off driving-- like being buzzed by an angry bee or the kids fighting in the back seat--pull over and stop.

Stow away as much of your gear as you can in the trunk or secure in a cartop carrier. Keep the inside of your car safe by keeping your back window shelf uncluttered. A quick stop could turn your child's doll into a deadly club.

PLAN AHEAD, so that you are not worried while you are behind the wheel.

DRIVE CAREFULLY, DON'T OVERDO IT,

AND...WEAR YOUR SEAT BELT!

Oh yes...have fun!

## COMMUNICATION SNAGS

(WITH all of the many wonderful devices there are to speed news from one point to another, many messages still do not get across. Somewhere along the line news hits a snag, and people cannot get their ideas across to other people.

Usually the snag is some human fault. Often, for instance, employees simply do not receive the instructions they need to get their work done. In this their supervisors are at fault, in any one of several ways. Some of the ways in which supervisors can tangle up the communications line will be reviewed in coming issues of "The Mint". Each of us--supervisor or not--will find a little of ourselves in these pictures. When we do identify our own faults we can work for the good habits which will make it easier to get the messages across --- and to get the work done.)

Zipper-Lips: This tight-lipped fellow is a dam on the stream of ideas and information that comes his way. Associates pass information and ideas to him, but they stop there. He fails to realize that people around him, above him, and below him do a better job by having the complete picture. He fails to realize that the exchange of information and ideas is what keeps an organization running smoothly, in sympathy and understanding. (Maybe he feels more important when he knows more about what goes on than anyone else.)

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(Instructions for getting ahead in the world.)

SAVE REGULARLY, through your Payroll Deduction Plan at work. It's easier to save when you don't count on the money in your paycheck.

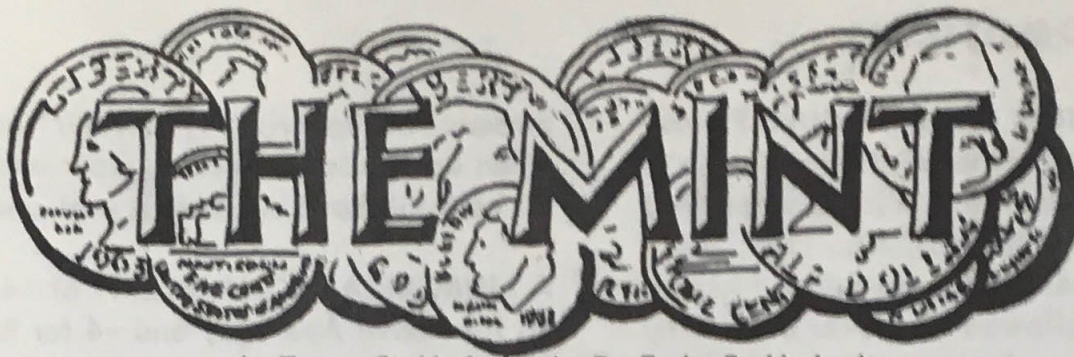
In other words .....

BUY

FREEDOM SHARE savings notes

along with your Series E Savings Bonds. It pays





AT PHILADELPHIA

Vol. V, No. 6

JUNE 1967

## SURPRISE AWARD FOR DR. MYER

Dr. J. Leland Myer was surprised to learn that he was the guest of honor at the American Society for Metals "Annual Educators' Meeting" on May 26th.

On arriving at the meeting, Dr. Myer found there was no place reserved for him...but the Chairman graciously offered him the spare seat at the head table. In short order he found himself being honored as the Society's Outstanding Metallurgy Teacher.

Dr. Myer has been teaching for twenty years--after Mint working hours--at Temple University, Government agencies and a private company. During this time he was never tardy or absent from any of his scheduled lectures. The Society presented a gift and cited Dr. Myer for his sterling career--his second career.

## MINT VISITORS

We had 69,000 visitors between July 18, 1966, and the end of May this year. That is an average of 1500 visitors a week. People from Istanbul, Argentina, Singapore and New Jersey...dignitaries and school children...all came to watch our men and machines convert metal ingots into bags of glittering coins.

Our guards explain each phase of the fascinating process to visitors during the winter, but we need extra guides to handle the heavy flow of tourists during the summer months. This year our guides will be Barry Bessler, Julia McLaughlin and Joseph Myers. They will be on hand to conduct the tours between July 5th and Labor Day.

## SUMMER JOBS FOR SEVEN THRU YOUTH OPPORTUNITY CAMPAIGN

A special WELCOME to the seven young students who will be working at the Mint this summer under the President's Youth Opportunity Campaign program. The YOC program, now in its third year, provides summer jobs in Government agencies for young people who might not otherwise find work. The youths fill in for vacationing full time workers. At the same time, they receive training in industrial techniques and office practices, and experience which will help them in future jobs.

## TREASURY DEPARTMENT MINIMUM STANDARDS of CONDUCT

Chapter 735 of the Treasury Personnel Manual contains the laws, rules and regulations of conduct which are applicable to Mint employees. It covers such subjects as political activity, outside employment, conflict of interest and other related points. Copies of CHAPTER 735 are available in pamphlet form in the Personnel Office.

Every Mint employee is required to know those standards of conduct applicable to his case; to adhere to the standards; and to be aware of the consequences of any violation of the conduct rules and regulations. For your own protection, get a copy of the Minimum Standards of Conduct and read it carefully.

BUY a share of America's future--buy FREEDOM SHARE Notes along with your Series E Bonds.



## PROMOTIONS

WE ALL SHOULD KNOW that the written Promotion Plan of the Bureau of the Mint is available to all employees in pamphlet form. It is important that we understand just how the Promotion Plan, outlined in Mint Personnel Procedures Letter Number 47, works, since it is followed whenever a vacancy will be filled by means of a promotion and whenever an employee must be detailed to a position to gain the required experience for promotion.

WHEN A VACANCY OCCURS, the division head submits to the Personnel Office a formal request that the vacancy be filled. The Personnel Office then announces the vacancy and screens the personnel folders of all who apply to see if they meet the minimum education, experience and physical condition requirements of the job to be filled.

The next step in the Promotion Plan is a vital one. Each applicant is evaluated by his supervisor on an "Appraisal of Promotion Potential" form. This form covers such areas as ability to meet production standards and to devote full time and attention to duties, ability to follow instructions, efficiency, attitude and potential to fulfill the requirements of a more responsible position.

MOST IMPORTANT are those questions concerned with the Attitude and Potential of the applicant. It is here that the little things he does daily show up--the times he did a "just barely" job instead of taking the time and effort to do a really good job, sloppy work habits or minor accidents resulting from his inattention, or complaints about overtime assignments and weekend work...OR...his eagerness to keep busy, to learn, to help co-workers, to take responsibility and observe rules.

These are the things that make a good or bad impression on supervisors--and the things that show our independence and ability to grow. They are often more important than job skill, and harder to evaluate. The supervisor has a tough job: he must decide whether an applicant is only average, definitely above average, or below average in each of the characteristics listed on the appraisal form. If too lenient, the supervisor may help an applicant who does not deserve and can not handle the job; if too stringent, he may hold back a qualified

person. The supervisor's job is much easier, though, when an applicant likes his work and always does his best--it shows in all of his work and his attitude.

A NUMERICAL EQUIVALENT of +4 for Average, +8 for Above Average, and -4 for Below Average is assigned to each factor on the form. The Personnel Office totals the applicant's score. This determines his place in the numerical listing, which is divided into the two categories of those employees rated Above Average and those rated Average. (Employees rated below average are not considered eligible for promotion.)

THE SELECTION is made by the division head and the supervisor from those people in the highest category on the numerical listing. (Note: the person selected does not have to be at the top of that category.) An employee who is not selected but feels that he is the best qualified applicant may find his score on the appraisal form was lower than he expected it to be. He should discuss this evaluation with his supervisor, who can point out ways to improve in weak areas. If the employee remains dissatisfied after an honest look at his work record and qualifications, he has the right to one appeal.

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## HAZARD INSURANCE AVAILABLE!

AN ALL-Hazard Insurance program is available to Federal Government employees, through the Insurance Company of North America. This policy guarantees a stated indemnity for death, disability or dismemberment resulting from all but natural causes. For a very reasonable premium the policy covers natural disasters, intentional acts of other persons, accidents, war, riot, endemic diseases and environmental and occupational hazards.

Brochures which explain the policy in greater detail will be distributed to all employees soon. If you feel you need this kind of insurance, you will find it worthwhile to read the brochure carefully. Further information and applications will be available in the Personnel Office.

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## PERFORMANCE AWARD FOR TWO

Supply Clerks, Thomas Black and Leonard Crooms, were jointly cited in a Sustained Superior Performance award for their excellent service in the Store-room. During the presentation ceremony Mr. Sura once again praised the many employees in the Mint whose dedicated service has been the basis for our successful production operations. Mr. Kelly presented the certificates and awards of \$150 to each of the men. CONGRATULATIONS!

## COMMISSION OUTLAWS ROADBLOCKS

A recent notice from the United States Civil Service Commission stresses the responsibility of each agency to make certain that no employee is either discouraged or prevented from visiting the personnel office, talking with management personnel in that agency, or filing grievances.

Each Mint employee should be well aware of his right to communicate with:

1. the Personnel Office
2. our Equal Employment Opportunity Officer
3. a supervisory or management official of higher rank than his immediate supervisor;

and of his right to file a complaint, a grievance, or an appeal under Bureau of the Mint procedures or with the United States Civil Service Commission --without interference or threat of reprisal.

The intent of these rulings is that supervisors refrain from making any statement or taking any action that has the flavor of a threat, interference, or intimidation.

While an employee is not required to explain his reasons for wishing to visit the personnel office or to talk with any of the management personnel listed above, he should remember that it is necessary to ask his immediate supervisor to schedule a convenient time for him to do this, so that he won't unduly disrupt the work schedule.

## JUNE SUGGESTIONS TOPS!

James J. Kelly and Elizabeth Schoenek received the top suggestion award of the year --\$515-- for their idea of purchasing an automatic cloth spreading machine for use in the manufacture of canvas coin bags, aprons, etc. The savings in labor and time resulting from this purchase was estimated to be in excess of \$10,000.

Two other large checks, as well as several smaller ones, were awarded for timely suggestions this month to:

Dennis Manion, who received two,	\$87.50 15.00
Joseph Passio	65.00
Carol Dempsey	25.00
Louis Amorosi, William Borecky, Sidney Cohen, Samuel Petrille and Vincent Scarazza each received	\$15.00 awards.

Thomas Murphy and Stephen Mozeleski	15.00
Nathaniel Russell and William Spillman	15.00

## JUNE LENGTH-OF-SERVICE PINS

CONGRATULATIONS to the five Mint employees who were awarded length-of-service pins in June!

TWENTY-FIVE YEARS Herbert Mayall

TWENTY YEARS Richard Leland, James Banks

FIFTEEN YEARS Eleanore Fedders

Stanley Radziewicz received his Twenty-Five Year Pin belatedly--it was due in April of 1966.

## NEW RETIREMENT CERTIFICATES

NEW Retirement System Certificates of Membership are now available in the Personnel Office. All interested employees are welcome to copies, which contain the latest schedule of monthly annuity rates for employees separated on and after July 18, 1966.



## THE WAY I SEE IT....

by Jack Sheldon

I am truly proud of the Certificate of Achievement which is now hanging in our lobby. We won this award in the Inter-Plant Safety Achievement Contest sponsored by the Philadelphia Safety Council.

I hope that my pride is shared by all of the employees who made the award possible. It is proof that our new Safety Program has begun well. I hope that we will be in the winners' circle again next year!

However, to enter this select circle again we must reduce our disabling injuries! So far this year there has been no improvement in our accident rate, compared to our accident rate for the first half of last year.

Why haven't we shown any improvement after all of the work, time, and money that has been spent in the effort to reduce the number of disabling injuries? At least part of the failure is due directly to the few individuals who have failed to seek immediate medical treatment when injured! Over 57% of our employees who have become "lost-time" cases are in this category.

I seldom condemn a person who is involved in an accident; however, I find it easy to recommend action against a person who is involved in an accident and chooses to ignore regulations by not reporting it until the injury becomes serious. Such people are destroyers...of their own well-being, of their supervisors' faith in them, of their sections' safety records, and of our Mint safety record. Why not destroy bad habits instead...and build up our Safety Program?

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## ANOTHER CITIZEN FOR THE U.S.A.

May 24th was a very special day for John Murray and his wife, Susan. Mrs. Murray took the Oath of Allegiance to the United States of America for the first time on that day, and became a naturalized U.S. citizen. Congratulations on passing the required tests, and welcome to the ranks of Americans who will celebrate our country's birth and our citizenship on July 4th!

## COMMUNICATIONS BUGS ON THE JOB

LAST MONTH we took a look at Zipper-Lips, that supervisor who gets instructions and information but never passes any of it on, leaving his fellow employees to stumble along in the dark. Just as effective at stopping the flow of information so necessary for top production is this month's hero, the Scowling Squelcher.

The Squelcher always wears a frightening expression and has a manner which defies anyone to tell him anything. Although he may desperately want others to communicate information to him, he unfortunately scares them away. Sometimes he puts on a know-it-all act because he doesn't want anyone to think he is uninformed. Someone may ask him if he has heard about the new production schedule. Rather than admit he knows nothing about it, the Squelcher pretends he does--and then desperately tries to find out through other means, which often are not accurate sources of information.

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## SOMETHING TO THINK ABOUT...

"Ethics," the father told his son, "are important to everyday life. For example, today an old friend paid me back a loan with a new hundred dollar bill. As he was leaving I discovered he'd given me two bills stuck together. Immediately a question of ethics arose: Should I tell your mother?"

Can you imagine anyone as unhappy as a woman with a live secret...and a dead telephone?

TIPS are wages we pay other people's help.

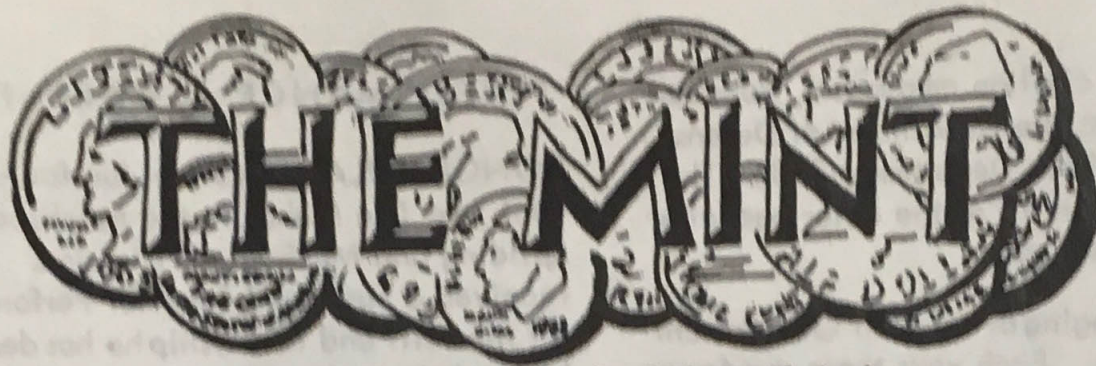
When a secretary is a peach, the boss' wife usually cans her!

A swap is a trade between two people who think they've skinned each other.

Always laugh heartily at your boss' jokes...he may be giving you a loyalty test!

To achieve world peace, we need smaller guns and much bigger men.





AT PHILADELPHIA

Volume V, Number 7

JULY 1967

## YOUTH OPPORTUNITY CAMPAIGN IN ACTION

THE seven youths placed in the Mint through the Youth Opportunity Campaign have now settled in to their summer positions. The three young men—Charles Chattin, Wayne Dashiell and Robert Hall—are presently working in the Custodial Section under Mr. Buckley's direction. During their stay here they will learn about the different types of work performed at the Mint.

The four girls hired through the YOC program are now working in the Time and Payroll Section of the Accounting Division, the Correspondence and Records Section of the Office of the Superintendent and the office of the Building and Mechanical Division. The girls--Gail Hall, Evadonia Sauls, Betty Tait and Bernice Walls--have been learning the practices actually used in various office procedures. In addition to actually working with the payroll cards, business letters and filing, the girls are becoming acquainted with the machines used in modern offices: card sorters, xerox machines, electric typewriters, the flexowriter, the multilith and the ditto machines.

When they return to school in the fall they hope to take with them both their summer earnings and some valuable experience to help them secure the jobs they want when they finish school, whether they go on to college or go directly to work in industry.

**SUPPORT AMERICA'S PEACE TEAM.**.... Buy, and hold, U.S. Savings Bonds and Freedom Share Savings Notes--for your security and America's.

## "OUTSTANDING" PERFORMANCE RATING AWARDED

William D. McKeown, a Weigher in the Process Weigh Section of the Coining Division, has been given an Outstanding Performance Rating on the basis of his work in the section last year. Miss Eva Adams, Director of the Mint, recently approved the rating, which had been recommended by Mr. McKeown's supervisors.

Mr. Sura presented a letter of commendation to Mr. McKeown in a brief ceremony. He praised the achievement and extended the congratulations of Miss Adams and all other Mint personnel to Mr. McKeown.

## The BIG BUSINESS of GOVERNMENT

YOU work for the biggest business in the world--the United States Government. It has a work force of over 2,760,000 civilian employees, who earn one-sixth of the total Federal budget of \$126.7 billion each year!.....a lot of people, a lot of money, and a very complex organization.

The Executive Branch of the Government presently consists of eleven Cabinet level Departments and 53 agencies, boards and commissions in addition to the Executive Office of the President. Many are new, such as the Department of Transportation, the Department of Housing and Urban Development, the Equal Employment Opportunity Commission, the Commission of Fine Arts; others have expanded recently, such as the Department of Defense; and some have become smaller.....sixty-five percent



of the Government's civilian employees work for only two Departments: the Department of Defense (41%) and the Post Office Department (24%). The remaining 35% work in all of the other agencies and departments combined.

Occupations are changing as much in Government as in private industry. Each year there are fewer blue collar workers hired and more white collar and postal employees added to the rolls. This reflects, of course, the increasing need for technical training in every occupation. Highly trained scientists, professional men and technicians now account for thirty percent of the Government's white collar workers; administrative and government occupations--such as tax and customs work--compose another twenty percent; most of the remaining force is composed of clerical workers.

Most of these employees are paid under the Wage Board or Postal pay systems or the Classification Act of 1949, but those in the Foreign Service, the CIA and several other agencies have special pay plans, as do the Executives of all agencies.

Well over half of the Government's civilian employees are located in the relatively small portion of the country east of the Mississippi River; eleven percent--280,000--work in the Nation's capitol, and some six percent are in U.S. Territories and in foreign areas. Everywhere they are engaged in the business of the Federal Government--service to the American public.

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## UNION LODGE 1023

AFGE Lodge 1023 has had a busy summer. On June 15th over a hundred members took the bus trip to Washington to show their support of the pay and life insurance bills before Congress.

A few Mint employees will take advantage of the group trip to the Bahama Islands which is being sponsored by the Veterans' Administration Union. They will leave Philadelphia on August 13th and return on the following Sunday. The response to this trip has led to plans for a more ambitious project next year--a trip to Europe, to be sponsored by all of the Philadelphia area's AFGE lodges.

## PERFORMANCE AWARD FOR ROOP

CONGRATULATIONS are due for Albert Roop, a Tool and Die Maker in the Machine Shop of the Building and Mechanical Division. Mr. Roop has received a Sustained Superior Performance Award for the skill and leadership he has demonstrated in his work in tool making and die collar production. Mr. Sura was very pleased to present the award, which consisted of a citation and a check for \$150, to Mr. Roop.

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## PROMOTIONS

DURING the past month thirteen Mint employees received promotions. Those promoted:

Edward Blasick, William Bonner, James Demyan, Richard Hill, Louis Massanova, Robert Pannebecker, Maurice Rambo and Milton Townsend--to Weigher, WB-8, in the Coining Division.

Daniel Curtin and Walter Grohowski--to Laborer Leader, WB-6, in the Custodial Section.

Lenard Brown and Joseph Tomaszewski--to Coin Receiving and Shipping Leader, WB-10, in the Cash and Deposits Division.

Hugo Bucci--to Plumbing-Pipefitting Leader, WB-12 in the Building and Mechanical Division.

Congratulations on your achievement!!

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**WORTH NOTING.....**THE Equal Employment Opportunity Officer at the Philadelphia Mint is Mr. Edgar J. Suiter. Contact Mr. Suiter in the Melting and Refining Division (through the office) if you have any complaints concerning discrimination because of race, color, creed or national origin. He will advise you of your rights and initiate any action necessary to correct the situation. ....

There are still plenty of the new Retirement Certificates available in the Personnel Office. The new annuity schedule on the back of the certificates may interest career employees.

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## SUGGESTIONS

ANOTHER Fiscal Year is over and a new one just beginning. It is a good time to review our Mint Suggestion Program.

WHAT IS A SUGGESTION? A suggestion warranting recognition under the Incentive Awards Program is an idea which, when put into effect, will result in monetary savings, increased efficiency or improved Government operations.

The following proposals, however, are excluded from consideration as suggestions under this program:

---those which call attention to the need for routine maintenance and repair work,

---those to improve working conditions which the employee or his immediate supervisor can correct through normal or customary action,

---those which call for routine or normal safety practices.

### PROCEDURES TO FOLLOW:

When submitting a suggestion you may, if you desire, submit it to your supervisor, discuss it with him, or obtain his assistance or advice in developing or perfecting the idea.

The suggestion must clearly indicate:

1. What your idea or proposal is, and its relationship to existing practice or procedure.
2. How it will work--in detail
3. What benefits will accrue to the Government if it is adopted.

Forms for submitting your ideas are provided at the suggestion boxes. These boxes are located (1) in the basement vending room; (2) outside the Superintendent's office on the main floor; (3) outside the Maintenance office on the second floor; and (4) outside the Die Shop on the second floor.

When you have written your suggestion according to the above procedures, just drop it into one of

the red, white and blue suggestion boxes.

During the past year, many improvements were accomplished as a result of suggestions. These suggestions have made the Mint a safer, more efficient working place. Employee participation has been very good and much appreciated. The program can get even better this year, with your cooperation and ideas.

## JULY SUGGESTION AWARDS

CONGRATULATIONS to the six employees who received suggestion award certificates and checks this month!

Matthew Kuczynski	\$30.
Edward Valach	\$30.
George R. Powell	\$20.
James DeMarco, Daniel Seymore and James Shiflet all received awards of	\$15.

## SERVICE AWARD PINS FOR JULY

SIX employees with a total of 140 years of service in the Federal Government received Length-of-Service awards this month. Congratulations to those who received Pins for:

THIRTY YEARS - John W. Klatt

TWENTY-FIVE YEARS - Julia DeSipio, Stephen A. Flynn, Antoinette Sciulli

TWENTY YEARS - Mitchell Goodman

FIFTEEN YEARS - Edward W. Walch

## GLAD YOU MADE IT BACK.....

Gerald Flicker and Thomas Siwinski have returned to work at the Mint after their military service. Mr. Siwinski spent almost a year in the Vietnam war area.



## THE WAY I SEE IT . . . . .

Jack Sheldon

Why is it that people refuse to use the safeguards that are provided for them? This question comes to my mind whenever I see people going up and down the stairs without using the handrail. The very name of this safeguard denotes its proper use! I have investigated many accidents where people have fallen on stairs...and it is always the same story: they were not using the handrail!! These safeguards were installed for your protection. Please use them.

As you can probably imagine, there are a lot of frustrations in running a safety program--often it takes a lot of time to correct an unsafe condition; some employees resist change to the point where they are being silly. Each accident is like a kick in the teeth. There are many, many more frustrations. However, there are rewards which tend to balance these frustrations -- the man who asked what kind of respirator he should wear at home while spraying lacquer; the employees who tell me that their personal glasses now have safety lenses; the people who reluctantly tell me of unsafe acts that they committed at home; the people who have asked for advice on various problems; the months in which we have no disabling injuries; and--yes--even the cartoons I see on the bulletin boards with my name on them. All of these things are rewarding to me, for they prove that people are beginning to think of safety!!

I'll never be satisfied as long as we have accidents. However, I recognize the progress that we have made and I am thankful to those of you who have made this progress possible.

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## CREDIT UNION NOTE

A 1964 amendment to the Federal Credit Union Act makes it a federal crime to furnish false information on a loan application to a federal credit union. In a recent case, a civilian employee was convicted and placed on probation for three years for concealing a substantial part of his debts and the fact that he had been in bankruptcy once before. The defendant could have been fined \$5,000 and jailed for two years.

## COMMUNICATION SNAGS

Under the spotlight this month is the Fast-Reacting Conclusion Jumper, alias Quick-Draw McGraw. This trigger-happy fellow reacts fast--too fast. He hears one word and jumps to a conclusion, good or bad, without waiting for the whole story. He's the kind who overhears the boss say, "I want you to cut back your production..." and runs to spread the word that the plant is being shut down. He doesn't wait to hear the end of that sentence: "...production of this small size and double your output of the large size. We have a lot of orders for them."

Or, he may be the boss who hears an employee begin to explain: "Mr. Small, we're having some trouble with the lever on number three machine..." and cuts the fellow off with an explosion and all the nasty names in the book. When he has finally finished telling the employee what a lazy bum he is, he may hear the rest of the sentence: "...but I think we will be able to finish this order in good time and get the machine repaired in time for work tomorrow." There isn't much boss Small can say--he has already said too much.

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## SOMETHING TO THINK ABOUT . . . .

"Don't be afraid to take a big step if one is indicated. You can't cross a chasm in two small jumps."  
—David Lloyd George

NOTHING LACKING-- The fire and brimstone preacher had reached the climax: "On that dreadful Judgment Day," he shouted, "there will be weeping and wailing and gnashing of teeth!"

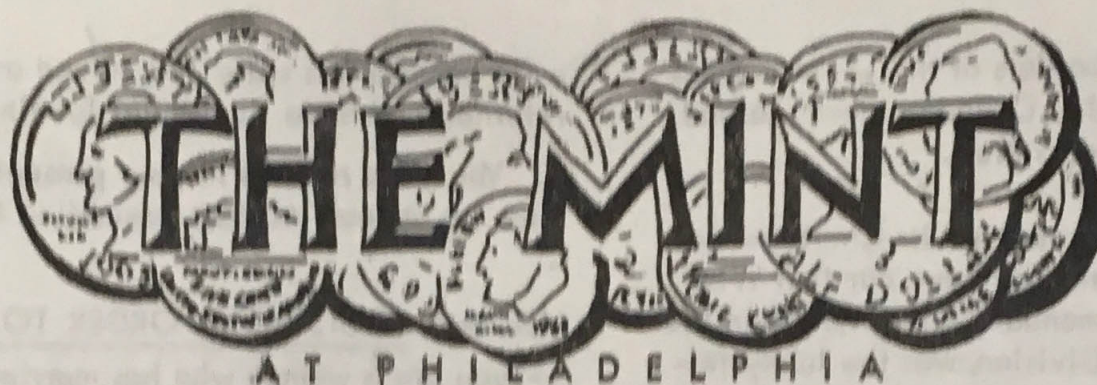
A little old lady in the back stood up. "Reverend," she said, "I ain't got no teeth."

"Madam," he yelled back, "teeth will be provided!"

NEW DEFINITION: Taxpayers, we are told, are people who don't have to take a civil service examination to work for the government.

"What funny names some foreign towns have," remarked the man from Schenectady on the train to Hackensack, as he read a Poughkeepsie newspaper.





Volume V, Number 8

AUGUST 1967

## ALL EMPLOYEES TO BE TRAINED

THOSE employees who responded to the recently announced opportunity for training in one of four areas of work in the New Mint (Announcement No. WB-42) have been grouped according to the scores they received in their supervisors' appraisal as an aid in establishing an order of selection for training. It should be noted, however, that all employees will receive the training they need to perform their duties in the New Mint, regardless of their category on the register.

Applicants were rated in accordance with normal procedures under the Training Agreement and the Mint Promotion Plan. This is the main reason why applicants were grouped into the two categories—"average" and "above average"—used under the Promotion Plan.

## YOUTHS TOUR AREA AGENCIES

YOUTHS employed in Federal Government agencies throughout the Philadelphia region have been touring the various agencies this summer to get an idea of the many different operations in the Government. The youths are working this summer because of the Youth Opportunity Campaign program, which is aimed at giving high-school age youths the chance to earn money and gain experience in basic office and industrial practices.

Each group has toured several kinds of agencies. The group from the Mint, for instance, saw the clothing manufacturing processes at the Defense Personnel Support Center, the shop and office operations of the Frankford Arsenal, the large data processing center of the Social Security Administration, and the various shipbuilding and support

operations of the Philadelphia Naval Shipyard.

In return, the Mint was host to groups from the Civil Service Commission, the Defense Personnel Support Center, the Frankford Arsenal, HUD, the Internal Revenue Service, the Naval Air Supply Depot in Johnsville, the Social Security Administration and the Veterans Administration.

These tours were quite interesting and informative, and they served to make the youths aware of the many kinds of jobs and the different opportunities there are for Federal Government workers.

## MINT JOINS WISE OWL CLUB

MR. SURA has announced that the Philadelphia Mint is now a recognized chapter of the Wise Owl Club of America, an eye safety incentive program sponsored by the National Society for the Prevention of Blindness.

The Wise Owl Club was formed to assist in the prevention of an estimated 300,000 eye accidents that damage or destroy the sight of industrial workers and students each year—accidents which are 90 percent preventable through the application of proved eye protection measures.

Membership in the Wise Owl Club is exclusive: it is restricted to those employees and students who have actually saved their sight through wearing eye protection equipment on the job. There are now more than 37,500 members of the Wise Owl Club. They represent an incalculable savings in human suffering, and a savings in workmen's compensation of more than 187.5 million dollars.

Organized in 1947, the Wise Owl Club has since



expanded beyond the borders of the United States to include Great Britain, Canada, New Zealand, the Philippines and Puerto Rico.

Although the Mint just received its Charter--on the 19th of July, we already have our first Wise Owl Club member. Emanuel Tall, a Melter in the Melting and Refining Division, was the lucky fellow whose sight is still good today because he was wearing his safety glasses when some molten hot metal splattered into his face. Those glasses kept the 2000 degree metal from seriously burning and blinding him. They are on display above the time clocks on the second floor--a strong argument for heeding Safety Precautions.

Mitchell Bradley, also an M&R Division Melter, had a similar accident several years ago. He, too, has good sight today because he was wearing his safety glasses.

## GET YOUR NAME ON THE BOOKS!

SEPTEMBER 18th is the last day!--the deadline for getting your name on the books as a registered voter in time for the November 7 election.

Why bother? Our government is run for and by those people who care enough to make their voices heard. Our VOTES are our voices. They give us the chance to choose the people we want to represent us when government decisions are made--daily decisions that determine the kind of schools we have, the building and rental laws, the water supply and sewers, streets and highways, food laws and health services, transportation, police and fire protection, social benefit programs and hospitals.

Make your VOTE count -- make sure that you are registered to vote on November 7.

### You are ELIGIBLE TO VOTE IF:

1. You have been a citizen of the United States for at least one month and are 21 years of age (or will be 21 years old before November 7), AND
2. You have been a resident of Pennsylvania for one year; unless you were previously registered or

were born in this state and moved away and then returned and have lived here for six months, AND

3. You have resided in your present Election District for at least 60 days preceding November 7.

### You must REGISTER IN ORDER TO VOTE if:

- you are a woman who has married or you have changed your name since the last election, OR
- you have not voted in the last two years, OR
- you have moved to a different voting district since the last election, OR
- you are a newly naturalized citizen.

WHEN and WHERE TO REGISTER: Before September 18, at the Registration Headquarters on the 1st floor of the City Hall Annex; or in Room 170 of the City Hall West Arcade; or at any one of the many branch offices in center city and all neighborhoods. For any further information on Registration, sites, times or general information, call the number of the Registration Division of the City Commissioners Office.....MU6-3513.

## SCHOOL TIME.....

Time again to think about your hopes for the future, to make plans, to start working towards your goals. Will you need more training?...or special instruction in some new methods...or a certificate, diploma or degree that shows you care enough to get the tools you need to get ahead?

NOW is the time to find out about those courses you've been meaning to take....fall registration time has arrived. Evening courses in technical schools, trade schools, colleges...adult classes in high schools...find out about them. Many of the courses are free or very inexpensive; courses in English, math, drafting, electronics, business. Ask around--at the School District office and at the technical schools and colleges. Now is the time to update your skills if you want to keep up with today's technology and Tomorrow's ways of doing things. **HELP YOURSELF to the FUTURE, with education.**

Due to Labor Day Holiday on Monday, Payday will be FRIDAY, September 1, 1967. NO checks will be distributed at Cashier's Window. Get checks thru shift supervisors.



## PROMOTIONS DURING AUGUST

CONGRATULATIONS to the employees who have been promoted to the following positions:

Ann Large, Accounts Maintenance Clerk (Typing), GS-4, in the ACCOUNTING DIVISION

Stanley P. Bobbie, Production Controller (General) GS-9, in the ENGRAVING DIVISION

Cranston Walker, Machine Tool Operator, WB-7, and Clarence Wells to Machinist, WB-9, in the Machine Shop, BUILDING AND MECHANICAL DIVISION, and,

Sylvia C. Holloway, Personnel Clerk (Typing), GS-4 and Kathryn L. Jurasek to Personnel Management Specialist, GS-7, PERSONNEL DIVISION.

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## LENGTH-OF-SERVICE PINS

Two Mint employees received Length-of-Service Pins this month:

Mary E. McDonald, for FIFTEEN YEARS of service, and Dominic L. Dellaneva for TWENTY YEARS of service to the Government.

Congratulations to you both!

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## THREE TRIPS IN UNION NEWS!

Word is that the Mint employees and their friends who took the ten-day trip to the Bahama Islands this month had a great time. Another trip to the same area is planned for December 10th through December 17th (Sunday-Sunday). This "Grand Bahama Adventure" is being sponsored by AFGE Third District Council for all Union members, and will cost \$194.50.

Also scheduled for December (10-14), is the four day jaunt to Las Vegas, Nevada, which the Veterans' Administration Union is sponsoring for area members. The cost is also \$194.50.

## "SPECIAL SERVICE" AWARD GIVEN FOR TANGIBLE BENEFITS

LeRoy McKinney has received a special award for his service to the Mint while working in the warehouse where equipment for the new Mint is being stored. He is credited with developing a system for cataloguing the items stored in the warehouse, for handling the dehumidification process used to preserve the expensive electrical equipment in the warehouse, and for training others in the work of unloading and dehumidifying the equipment. His supervisors estimate that Mr. McKinney's action has resulted in direct savings of over \$9,000.00.

Mr. Sura presented a certificate and a cash award of \$465.00--based upon the tangible savings--to Mr. McKinney in a ceremony held in the Machine Shop. In presenting the award Mr. Sura noted that Mr. McKinney's most outstanding contribution was that he carried out the suggestions he had for improving the operations in the warehouse.

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## EXTRA LEAVE TO USE THIS YEAR!

BECAUSE the 1967 leave year ends on January 13, 1968, Mint employees will have 27 (instead of the usual 26) pay periods in which to earn annual and sick leave this year. (The 1968 leave year will be normal again, with twenty-six pay periods.)

This means that employees earning 4 hours a pay period will have 108 hours annual leave this year instead of the usual 104 hours; those earning 6 hours a pay period will earn 166 hours instead of 160; and those earning 8 hours will earn 216 hours annual leave this year.

Everyone will be credited with 108 hours of sick leave instead of the usual 104 hours...a bonus in your insurance policy against health emergencies!

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## SUGGESTION AWARDS

There was only one Suggestion Award this month; Louis Rosey and Frank Richardson shared an award of \$15.00. Keep those ideas coming in!



## THE WAY I SEE IT.....

Jack Sheldon

Recently a safety training seminar for supervisory personnel was held at the Philadelphia Mint. One of the questions asked was, "If a person has a bad attitude toward safety, is he a dangerous person?" This is a question that requires some thought.

This question of attitude is a mighty big item. We all know that our safety program would not have had a ghost of a chance of even getting off the ground if the Superintendent's attitude toward safety had been poor. If the attitude of a Department Head is poor, the whole program can be endangered. We also know that the attitude of the first-line supervisor generally sets the tone for his section or shift.

Yes, the attitudes of all of these people can "break" a safety program. On the other hand, I don't believe that their good attitudes can really "make" a safety program. What I do believe is this--it is the attitude of each and every individual worker that "makes" the program!

We can engineer safety into machines; supervisors can--and should--train their workers in safe operating procedures; we can spend much money on personal protective equipment; and, we can devote much time to safety meetings. However, all of this is meaningless unless the individual worker has a good attitude toward safety and accepts his responsibility.

To answer the question, "Yes, I do believe that a person with a bad attitude toward safety is a dangerous person. He not only endangers himself, but far too often he endangers his fellow workers as well."

Take a look around you, then look in the mirror. Have you seen a dangerous person?

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**A child to educate?** Use Bonds to do it--monthly investments of just \$37.50 in Series E United States Savings Bonds will grow to \$10,964 at the end of 17 years (if the current interest rate remains unchanged during the automatic 10-year extension). College costs over \$2,500 a year right now.

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## COMMUNICATIONS BARRIERS

ONE very big barrier to effective communications between managers and employees is the supervisor who can only understand one way: The Old Way.

This fellow cannot tolerate alternative methods--if someone attempts to discuss a new solution to an old problem, this man is deaf. He is unable even to think that there could be another approach; his mind is useless. This fellow has forgotten that there is always a better, faster, smoother or more efficient way to do things--even if it is new.

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## SOMETHING TO THINK ABOUT...

A big man is not one who makes no mistakes, but one who is bigger than any mistakes he makes.

Those who complain about the way the ball bounces are usually the ones who dropped it.

Don't smoke in bed--the next ashes that fall on the floor may be your own!

\*\*\*\*

While traveling through Florida's panhandle country, a newspaperman stopped at a small town for lunch. He found a likely-appearing drugstore, parked his small foreign sports car, and went in.

When he came out, a lanky farmer in overalls was circling the little car, peering curiously at points that caught his interest. The farmer stepped back onto the sidewalk as the newsman approached.

"Good afternoon," said the owner.

"Afternoon," returned the farmer, and, running a judicial eye over the sports car, added: "Picked that one before it was ripe, didn't you?"

\*\*\*\*

Did you know that a hard-boiled egg is a legitimate, mailable item if properly addressed and stamped?

\*\*\*\*

Speaking of mail....a post card mailed at Abbotsford, Wisconsin, 51 years ago finally arrived for delivery at the Butternut, Wis., post office on Monday, May 5, 1967. The addressee is still alive but with a different name--she married. No explanation from blushing postal officials.

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SEPTEMBER 1967

## TERM APPOINTMENTS TO EXPIRE

The Bureau of the Mint has asked us to notify all Philadelphia Mint employees with term appointments expiring on December 31, 1967, that their term appointments will not be extended or renewed. All accumulated annual leave of these employees must be used by that date. Term employees are urged to find out exactly how much annual leave they have earned to date and to use their leave as soon as possible.

Term employees who desire other employment are encouraged to seek positions elsewhere as soon as possible. Those interested in Federal Service are urged to inquire at the Interagency Board of U.S. Civil Service Examiners, 1421 Cherry Street, the job information center for the Federal Government. It has a complete list of all examinations and positions now open in Federal Agencies in the Philadelphia region.

Those considering work in private industry may wish to examine trainee and apprentice programs in the lines of work in which they have worked in the Mint. For instance, a Machine Tool Operator may want to seek training to become a Machinist.

The Personnel Office will give as much assistance as possible to all term employees desiring it.

Individual notices of term expiration will be issued to term employees still on the rolls no later than November 30, 1967. This will not affect Career and Career-Conditional employees.

## MINT BASKETBALL TEAM FORMED!

Our basketball enthusiasts who wanted to get into competition with other company teams in the city

formed the Philadelphia Mint Basketball Association recently. They adopted a formal organization to make the job of running the team from year to year easier. The officers are: Ellison Hatton, President; John Green, Vice President; Jeffrey Williams Secretary; Larry Johnson, Treasurer. Mr. Hatton is also the Team Manager. Dennis Johnson is serving as Head Coach, and John Green and Jeffrey Williams are serving as Assistant Coaches.

Thus far the Association has established a practice schedule, selected the uniforms, and registered in the Industrial League of Philadelphia. Although their game schedule has not been set up yet, the team is holding practice twice a week and will begin playing other League teams in October, at the Mann Recreation Center, 5th and Allegheny Ave.

Although the Basketball Association plans to become self-supporting, the initial cost of uniforms and equipment was paid through our Philadelphia Mint Sunshine Fund. The Sunshine Fund belongs to all Mint employees, so we should have a keen interest in how our team fares! When we get to the games, it won't be hard to spot our team with, their colorful red and blue uniforms... red trunks, blue shirts with a silver dollar emblem and silver numbers, and blue warm-up jersey pullovers with "U.S. Mint" across the front.

## BUILDING A GOOD IMAGE.....

Alert, Smart, and Eager to Please.....that's the Image of a good secretary, a company representative, or an airline stewardess....a pleasant dose of Courtesy and Efficiency. Remember your satisfaction in dealing with such people? They made you feel that you and your problems were important to them, too. They are considerate of our



feelings.

These people have something in common--a very bright public image. They are people who put their best efforts and skills into each part of each job, just as though it were their only task. They take pride in doing a really good job every time. And, the Public knows it.

Now.... How many times have you been irritated because somebody--a receptionist, a bank teller or bus driver, a sales person, the man behind some counter--was rude to you, or ignored you, or acted pained to have to do something for you? Maybe he was just a little too curt, telling you he didn't know about your problem but not bothering to direct you to the right place. Instead, he left you hanging with: "that's not in my department."

The smart guy knows....it is always in his department to be as helpful, efficient, and courteous as possible. An employer pays for these qualities as well as for your particular job skills; it is these qualities that make the Company Image, good or bad. These are the qualities that make--or break--the reputation of a company.

Think about the reputation of your company..... Can you help improve it? President Johnson has asked us to polish up our Company Image, so let's put a little more thought into our service--and into our work. Whether we work with products or people, we should take care to give our best, to give the kind of service that will make our Company--the United States Government--known for its Good Service. (Just like those other companies, the ones you enjoy dealing with.)

Each employee is a company representative in his public contacts, whether they are made in person, by telephone, or by mail. Let's show our Polish .....in our public contacts and in our products. Let's give our company a good reputation.

## **FREE COURSES AT PHILADELPHIA NAVAL SHIPYARD OPEN TO ALL**

Employees of all Federal activities in the Philadelphia vicinity are invited to enroll in the Naval Shipyard's "After Work Self Development

Program," which begins in the week of October 9. There are no registration fees or tuition charges for any of the sixteen courses offered. However, required textbooks must be provided by the student.

The courses offered are: high school level Algebra, Trigonometry, Basic Refrigeration, Basic Hydraulics, Basic Electronics (1st year), Advanced Electronics (3rd year), Basic Transistor Theory, Television Circuits, Automatic Combustion Controls, English Grammar, Public Speaking, Speed Development in Dictation and Transcription, Typing--Beginners, Typing--Advanced, The First Line Supervisor, and Fundamental Accounting.

Those who successfully fulfill the requirements of a course will receive a Certificate of Completion. Specific information about class hours and courses is available in the Mint Personnel Office.

## **COAST GUARD COMPETITION OPEN**

The United States Coast Guard is now accepting applications from young men seeking appointments to the U.S. Coast Guard Academy. The annual competition for appointment to the Academy commences with the December 2, 1967, administration of the College Entrance Examination Board tests. The tests will be given in over three thousand test centers in the United States and overseas.

Appointment to the Academy is obtained through competitive examination only; there are no state quotas or congressional appointments. The 4-year curriculum at the Academy leads to a Bachelor of Science Degree and a commission as Ensign in the U.S. Coast Guard.

The competition is open to any unmarried, qualified military or civilian young man who will have passed his 17th, but not his 22nd, birthday on July 1, 1968, is in good physical condition, and is sincerely interested in a career as an officer in America's oldest continuous seagoing service.

Further details may be obtained in the Personnel Office, or by writing to: Director of Admissions, United States Coast Guard Academy, New London, Connecticut 06320.



## SEPTEMBER SUGGESTION AWARDS

Four employees pocketed extra money this month in reward for their suggestions. They are:

Clifton Curtis and Frank Iacono, who each earned an award of \$15; and Charles Sampson and Harry Walzer, who shared one \$15 award.

## SUGGEST WAYS TO BETTER PUBLIC RELATIONS....FOR CASH!

Do you have a good suggestion for improving our relations with the public by telephone, personal or mail contacts? It may mean a cash award for you if you submit it through our Beneficial Suggestions Program.

## LENGTH-OF-SERVICE PINS AWARDED

Six Mint employees received Pins this month. Congratulations on your long years of Federal Service!

THIRTY YEARS: Frank J. Devine

TWENTY-FIVE YEARS: John Williams

TWENTY YEARS: Winsor Birch, John Johnson

FIFTEEN YEARS: William J. Deitz

Issah Seay also received a Twenty Year Pin....it was due, however, on October 3, 1965.

## NEW FACES IN NEW PLACES

Although most of the men who were recently added to our Guard Force are not new to the Mint, we do wish them luck in their new Guard, GS-4, positions in the Security Section, SAFETY AND SECURITY DIVISION: LeRoy Barnes, Richard Leland, Franklin McGrath and John Prella transferred to the Guard Force from other sections.

Welcome to Charles Adamonis and Alonzo Becoat, who are new to the Mint and to the Guard Force.

## SEPTEMBER PROMOTIONS LISTED

CONGRATULATIONS to the five employees who were promoted this month, and good luck in your new positions:

William T. Badger to Supervisory Chemist (Assistant Assayer), GS-II, in the ASSAY DIVISION.

George Michini to Machinist, WB-II, in the Machine Shop Section, BUILDING AND MECHANICAL DIVISION.

Thomas L. Robitaille to Coin Production Supervisor GS-II, in the COINING DIVISION.

Edward Walichnowski to Die Maker, WB-I2, in the Stamping Die Section, ENGRAVING DIVISION.

and, Hildrey E. Hulstine to Personnel Management Specialist, GS-II, in the PERSONNEL DIVISION.

## GUARD EXAMINATION STILL OPEN

The Interagency Board of U.S. Civil Service Examiners for Eastern Pennsylvania has announced that applications for Guard, GS-2, 3, 4, for employment at various Federal Installations in Eastern Pennsylvania, and Camden County, New Jersey, will be accepted until further notice. This cancels the closing date of September 21, 1967 which was shown on the original announcement, PH-7-15.

At the same time, the Interagency Board announced that the restriction to veterans is removed. Applications will now be accepted from non-veterans. However, the non-veterans will not be certified (referred to the agencies) as long as there are veterans available on the registers of eligibles.

All employees interested in applying for Guard positions in the area may obtain further information in the Mint Personnel Office or at the Interagency Board, 1421 Cherry Street, Philadelphia.

Remember when the Village Square was a place... and not a person?



## THE WAY I SEE IT.....

Jack Sheldon

PRESIDENT JOHNSON has proclaimed the week of October 8, 1967, as FIRE PREVENTION WEEK. Do you know why this particular week was chosen? It commemorates the Great Chicago Fire of 1871. Although it is called the Great Chicago Fire, it would be more appropriate to call it the Tragic Chicago Fire, since it caused a loss of 146 million dollars! This fire was supposedly caused by Mrs. O'Leary's cow when it kicked over a lantern. But, was the cow responsible? No, the person who left the lantern there was the culprit!

The Philadelphia Fire Department lists the three greatest causes of fire as Men, Women, Children! I don't believe that anyone can doubt that this is true. Just take a look around you...is your work area absolutely free of rubbish and clutter? If there is trash around the area, it is there because someone left it there. And yet good housekeeping is probably the best preventive measure that can be taken against fires.

More than twice as many Americans were killed by fire last year as were killed on the battlefields of Vietnam!! What have you done to prevent a fire tragedy in your home...to safeguard your family from death by fire? Have you held a fire inspection of your home recently? Does each member of your family know exactly what to do in case of fire? Have you held fire drills for them?

Give this matter some thought...and then take positive ACTION to safeguard your family from the tragedy of a fire.

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## WORLD AFFAIRS.....

We have a flood of newspapers and magazines, more radios, telephones and television sets than any other country in the world, and yet, a third of all Americans--those with less than high school education--are uninformed about what is going on in the world today. They rarely bother to read printed material.

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PROTECT YOURSELF against unexpected Debts, through our PAYROLL SAVINGS PROGRAM.

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## COMMUNICATIONS BARRIERS.

THE TIGHT-LIPPED DIRECTION GIVER.... the fellow who doesn't know that words were invented to communicate thoughts and to express ideas.

This fellow is really stingy with words. He thinks that by just saying something---anything---he has given directions. His instructions are usually somewhat like this: "Go to the stock room and pick up that stuff I ordered." His helper goes to the parts room, only to find that no order has been placed. When the helper returns, tight-lips is ready to read him the riot act: "Why did you go to the parts room? We need order forms, not parts. You were supposed to go to the office stock room."

Great...but, how could the helper know? The tight-lipped direction giver didn't say which stock room and what "stuff" the helper was supposed to go for. In fact, he didn't really tell the helper anything...he said nothing with a lot of words.

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## SOMETHING TO THINK ABOUT....

It's not the things that go in one ear and out the other that hurt, but the things that go in one ear and get all mixed up before they slip out the mouth.

Sign in a local Tavern--"This ain't no battery shop, so never mind asking us to charge it."

Keep frowning....someone may give you credit for deep thinking!

While trying to solve a plumbing crisis at his home, a physician was interrupted by a phone call. Could the doctor come right over to see the man's sick son? The physician explained that the caller had caught him with his pipes down. "Well, I'm a plumber," the caller said. "You come fix the boy, and I'll go to your place and fix the plumbing."

The deal was closed, and worked out fine--until the end of the month. The doctor's bill was \$10, the plumber's bill was \$12.

The world's shortest sermon? It is found on thousands of traffic signs: "Keep Right."

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## NEPH - WEEK ANNOUNCED

National Employ the Physically Handicapped Week will be observed October 1 - 8 this year. Its object is to encourage the public to hire qualified handicapped persons and to make Government supervisors and employees more aware of the benefits derived from utilizing the skills of both physically and mentally handicapped persons.

The Federal Government has played a large and very important role in the drive to win recognition of the advantages there are to hiring and training the handicapped: the advantage of giving a capable individual the chance to prove his ability to produce on the job as well as--or better than--any "normal" worker; the advantage of helping these people to become productive members of society rather than tax burdens; the advantage of securing steady, reliable and skilled workers when such workers are in short supply.

Within the Government, NEPH Week will be used to make all employees more aware of the assets of handicapped people. It is still a major struggle to show people that the handicapped person is only handicapped in a small part of his abilities. If he is eager to work and is skilled, he is far less handicapped than many people without handicaps who will not work.

Part of the Government's efforts have been directed through the President's Committee on Employment of the Handicapped. This committee works with such organizations as the Department of Labor's Bureau of Apprenticeship and Training and local and state employment and vocational offices to place mentally retarded persons in jobs which they can handle, to help former mental patients adjust to the working world, and to place thousands of physically handicapped persons in positions which make use of their abilities.

Much of the Government's efforts have been directed at an intense program of placing the handicapped in Federal agencies. Mr. S.P. Ryder, Director of the Philadelphia Region of the U.S. Civil Service Commission, reports that in the calendar year 1966 federal agencies hired 17,123 physically handicapped men and women. This is 3,506 more than were hired in 1965, and almost twice as many as

were hired during 1964. Federal employment of specially trained mentally retarded persons has increased from 361 in 1964 to 3,344 as of June 30, 1967. Federal employers are learning. Many of those who at first resisted the idea of hiring a handicapped person have realized that it was their thinking that was handicapped. Now they say, "Keep 'em coming."

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## AT THE NEW MINT.....

The New Mint covers over five acres of ground in the area between 4th and 5th Streets and Arch and Race. When completed, it will be the most modern Mint in the world. Advanced techniques will replace our present operations in the melting room, the Rolling and Cutting Section, and the coin press room. The changes will be great, but the basic operations will remain those of melting metal, casting and rolling ingots, manufacturing dies and minting coins. Only the way in which some of these operations are performed will be new.

At the New Mint site, men are hard at work finishing concrete foundations for the huge rolling mills and other equipment still to be installed. In one area, on the Arch Street side, there are three 30-foot deep concrete pits for the semi-continuous casting machines that will receive the molten metal from the huge melting furnaces already in place. Protruding about two feet above the top of their supporting platforms are the four tops of the eleven foot high melting furnaces. These are coreless induction furnaces similar to our present furnaces, but far larger: our present furnaces hold up to 700 pounds; the new furnaces each have an 8-Ton (16,000 pound) capacity and will produce mammoth ingots. These 6" x 16" x 18-foot ingots will be over 20 times the size of our present ingots.

These furnaces will be charged through an automatic, remote control system. Virgin material will be conveyed from the unloading docks and storage area through the shearing line, where it will be automatically cut to the proper size for melting. From there it will be conveyed into make-up bins, which also hold the scrap metal which has been returned to this point from various opera-



tions throughout the plant. The amount of the charges will be automatically weighed into charge pans and conveyed to retracting feeding chutes. These chutes are moved into position over the furnaces by remote control each time the furnace is charged, and withdrawn after the load of virgin and scrap material has been discharged into the furnace through a controlled vibration of the chute.

When the metal is ready for a pour, the furnace will be tilted and emptied into a pouring box connected to one of the semi-continuous casting machines. A controlled amount of the metal will be allowed to flow from the pouring boxes into the casting machine molds. Here the still molten metal will be cooled by water passing around the copper jacket of the mold. The mold has a detachable bottom, which rests on a hydraulic piston. As the molten metal at the bottom of the mold cools to a solid state on the outside, it moves down out of the mold as the base is lowered into a pit by means of the hydraulic piston. This is the beginning of what will become an 18-foot ingot when all of the molten metal in the pouring box has moved through the copper mold in the semi-continuous casting process.

The newly molded ingot is further cooled as it moves down into the pit along with the hydraulic base. Just below the mold thousands of gallons of cooling water spray the ingot each minute. At the same time, hot metal is flowing into the mold from the pouring box on top. This metal is, in turn, cooled and hardened as it forms part of one long 18-foot ingot. The process is closely supervised by a crew working on the casting machine platform.

The newly formed ingot, still in an upright position in the pit, will be pushed into an upright basket beside the machine and carried out of the pit in this basket. When the basket has been raised and tilted into a horizontal position the ingot will be automatically removed from it and conveyed to the cropping saw. Here it will be trimmed and cut into two 9-foot ingots before it goes on to the reheat furnaces and rolling mills.

**EXAMINATIONS OPEN:** for Technical Aids in Science and Engineering (GS-2,3) and for General Worker (WB-1,2,3,4). Further information can be obtained in the Personnel Office.

## UNITED FUND TORCH DRIVE STARTS

Mint employees will soon receive their cards for the United Fund Torch Drive, along with a list of all of the agencies supported by the United Fund.

Right now some of us may find it difficult to give much to charity. Sometimes it is hard to be generous when we are worried about the future. And yet, it is for the Future that we give to charity--for the future of our children and our community. Through the United Fund we can help keep children out of street gangs by giving them someplace to go; we can help doctors with their medical research to find the cure to some of our diseases; we can help keep the Red Cross on the job in a hurricane or in a messy jungle war half a world away; we can help the hopeless.

You can make your contribution for any one of the agencies in the Philadelphia region, or you can give to them all. It's up to you to say which you want to help. It's also up to you to say how much you want to give....you can even join the Fair Share Club. But, will you make your donation soon? We're anxious to put the money to work.

## FREE HEALTH TESTS OFFERED!

The United Health Services and several other city, county and private health agencies are teaming up to sponsor a series of free health tests for all interested Philadelphians on October 14-15-16-17.

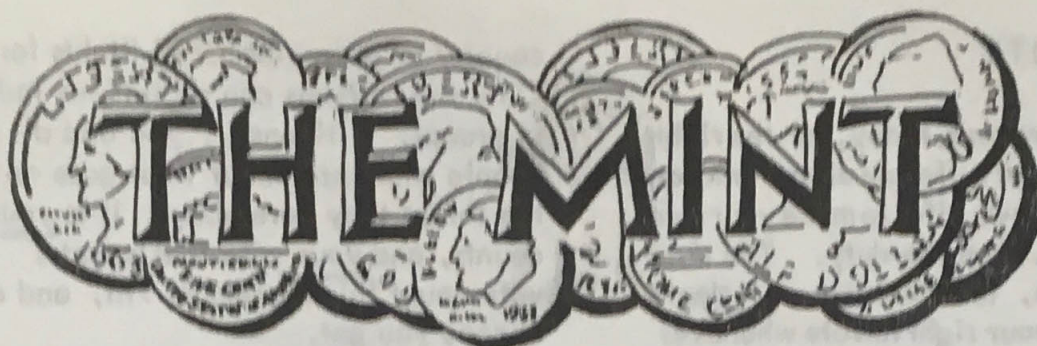
The tests will be given in the Health-O-Rama, on the parking lot of Gimbel's Greater Northeast Store at Cottman and Bustleton Ave. (off Roosevelt Blvd.)

They are screening tests for DIABETES, ANEMIA, BLOOD PRESSURE, LUNG CANCER, HEARING and VISION TESTS, CHEST X-RAY for Enlarged Heart, Tuberculosis and other chest disorders, and a PAP SMEAR for women (by appointment only).

Those who take the tests will receive reports either on the day of the test or shortly afterwards. If the results are "negative", the person has nothing to worry about. If the results are "positive", he will be advised to see his physician for further tests, so that any difficulties can be corrected before they become serious health problems.

**CHECK YOUR HEALTH OUT AT THE HEALTH-O-RAMA, October 14-15-16-17**





AT PHILADELPHIA

Volume V. Number 10

OCTOBER 1967

## MINT RANKS HIGH IN TREASURY DEPARTMENT AWARDS PROGRAM

The annual report of the effectiveness of awards programs in each of the thirteen bureaus of the Treasury Department shows that the Bureau of the Mint ranked second in the area of performance awards, and third in the area of suggestion awards. The report covered the period from July 1, 1966 through June 30, 1967.

We should like to have been in first place in both areas, of course, but we should be quite proud of our record. Employees here have contributed much thought and effort towards improving the Mint Service through our awards program. The results are showing in our production and service records, just as in our awards records.

In forwarding the report to Mr. Sura, Mr. Frederick W. Tate, Acting Director of the Mint, wrote:

"To all of you who contributed to our fine record in this area during fiscal year 1967, I extend my sincere appreciation and congratulations. We encourage you to continue to bring about improvements...and to strive for the betterment of the operations and working conditions of your office."

To this we can only add, "Keep trying!"

## SPECIAL MINT VISITORS

This month the Philadelphia Mint was again host to a number of special visitors. On October 9th we were visited by Mr. Theodor P. Kremerskothen, Vice President of the Numismatic Association of Tasmania. (Tasmania? It is an island which lies south of the southeast portion of Australia and is a state in the Commonwealth of Australia. Tasmania was named for the man who discovered both it and the islands of New Zealand in that southern part of the Pacific Ocean now called the Tasman Sea.)

On October 17th we were host to two more special parties, one from Canada and one from Japan. Our guests from Japan, Messrs. Kiyoo Tsunokawa and Miki Nakano, were primarily interested in the manufacturing processes related to the manufacture of clad metals. Our visitors from Canada, a group of six businessmen and representatives of the Royal Canadian Mint in Ottawa, received a special tour of the New Mint site.

## AWARD RECEIVED POSTHUMOUSLY

Mr. Charles Strunk, who until the time of his death on October 4, 1967 was employed as an Elevator Operator in the Custodial Section, received the Albert Gallatin Award posthumously.

The Gallatin Award is the Treasury Department's highest length of service award and is conferred at retirement or when separation is by death. The award is given for outstanding fidelity to duty and all Mint employees remember how well Mr. Strunk fulfilled the conditions of the award.



## A CITIZEN'S DUTY

"CIVIL RIGHTS" is a byword, today, for the right to live in dignity, without suffering discrimination. The right to build your own life, to make your own decisions. The right....and the duty. The duty to exercise these rights, to make your own decisions. The duty to use your right to vote whenever you can. The next opportunity to vote will be on November 7th.

But, it takes more than an occasional trip to the polls to exercise these rights. It takes active participation in the business of governing your city and your country.

Don't just stew over your pet peeves with city hall....take action. Suggest a way to correct a situation you don't like. Or, suggest a completely new program. All it takes is a little time and the effort to call or write to your representative, or to the mayor, to let him know that you like his work on the new expressway plan....and, couldn't he do something about the condition of that intersection near your house?

Add your energy to a drive for better schools or safe playgrounds or....anything else that you think your city needs. Write letters, ring doorbells, talk to your friends and neighbors....pitch in with the work. It's your community, your city, your country....if you don't care enough to work for improvements, why should anyone else?

Another way to take action is to volunteer your time and services to a community program....in a hospital, a day nursery, your church, with shut ins, or the Boy Scouts.

Or, get your neighbors to work together on a community program: that plan to keep the block completely free of waste papers, to add some trees and flowers to the scene, to fix up your houses, to get a traffic light installed on your street corner. It takes only one evening of your time, or maybe a few hours once a week or once a month.

Citizenship means more than paying taxes. Tax money will only buy some services; it cannot buy the civic pride and cooperation needed to build a

country or guarantee Civil Rights for everyone. Only the citizens can do this, as individuals and in groups. Citizens....you and all of the other people who care about what goes on and work for the things they care about. It is your action that counts, and your vote that counts. Make your vote count this November 7th, and every other chance you get.

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## WORTH NOTING.....

Philadelphia health authorities have been giving strong warnings of an expected outbreak of Asian Flu here this winter. The best way to avoid catching this bug is to see your doctor about Flu shots and/or boosters now. It takes several weeks to get the whole series of shots needed for complete protection. ....

Mint employees are reminded that it is the personal responsibility of each employee to keep his records current in such matters as outside training, changes of address, beneficiaries, etc. Failure to list all of the members of a family to be covered by health insurance or to up-date designations of beneficiary can cause many problems when there is a need to use these insurance policies. Similar difficulties may result from failure to up date other records. ....

A thorough study of several Federal agency offices by a group of student researchers has convinced them that more talking is needed in the Government--talking between supervisors and their employees, that is. Seems there is less confusion and tension when an assignment is discussed and employees are given a chance to ask questions... and there is less need for reports on work progress or for written instructions and memoranda. ....

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There is still time to make your contribution to the UNITED FUND TORCH DRIVE, if you have not already done so. Your donation will help many people....maybe someone in your family or your neighborhood!

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## SPECIAL AWARD GIVEN HERE

Mr. Sura recently presented a Special Award for Excellence in Improving Communications to Mr. Hildrey E. Hulstine of the Personnel Division. Mr. Hulstine was cited for "substantial contributions to better communications and understanding of the programs, the aspirations and the daily activities" of the Federal Government through his work in recruitment, employee relations, the training program and the Youth Opportunity Campaign Program.

Mr. Hulstine is the first employee in the Philadelphia Mint to receive this special award, which was established by the Bureau of the Mint in 1966 to foster and reinforce pride of workmanship in dealing with the public and to provide tangible evidence to employees that management appreciates their achievements which improve communications or services to the public.

## YOUR HEAD IS KIND OF ROUND....

Through the eyes of a boy

Your head is kind of round and hard, and your brains are in it and your hair is on it. Your face is the front of your head where you eat and make faces. Your neck is what keeps your head out of your collar. It's hard to keep clean. Your shoulders are sort of shelves where you hook your suspenders.

Your stomach is something that if you do not eat often it hurts.

Your spine is a long bone in your back that keeps you from folding up. Your back is always behind you no matter how quick you turn around.

Your arms you gotta have to pitch with and so you can reach the butter. Your fingers stick out of your hands so you can throw a curve and add up 'rithmetick. Your legs are what if you have not got two of, you can't get to first base.

Your feet are what you run on, and your toes are what always get stubbed. And that's all except what's inside, which I never saw.

--Mutual Moments.

## FIVE RECEIVE AWARD PINS!

This month five Mint employees received Length-of Service Pins for their many years of service in our Federal Government. Congratulations to:

John Sheldon, credited with 25 Years of service,

Arthur DiGiovanni and Dominic Marzulli, with 20 Years of service, and

Norman Lewis and Willie Mae Stewart, who have 15 Years of service.

## OCTOBER SUGGESTION AWARDS

CONGRATULATIONS to the three Mint employees who received awards and checks for their suggestions during the past month:

Harry Walzer \$25

William Borecky \$15

Marie Cammarota \$15

## 1967 LEAVE YEAR ENDS JANUARY 13; CHECK LEAVE DUE

The 1967 leave year for employees started on January 1, 1967 and ends January 13, 1968. Consequently, full-time employees with 15 years or more service will earn 216 hours of annual leave this year instead of the usual 208 hours. Employees with three but less than 15 years will earn 160 hours in lieu of the usual 160, and those with less than three years will earn 108 hours instead of the normal 104 hours.

Employees should plan now to use before January 13, 1968 the annual leave earned by them that will be in excess of the 240 hours they can carry over to 1968.



## THE WAY I SEE IT, TOO....

Dick Wolf

The hunting season is upon us. Soon thousands of hunters will take to the fields and forests in search of that elusive game, big or small. If the proper safety precautions are not taken, hunting will be a very hazardous sport this year.

Did you know that nearly 6000 hunters are killed or injured each year?? In most instances these casualties are the result of unsafe actions while using firearms!

We urge those Mint employees who take part in this sport to keep these safety hints in mind while hunting---

Watch your footing while carrying a loaded gun!

Always keep the safety catch on until ready to shoot!

Don't climb over fences while carrying a loaded gun!

Never point your gun at anything unless you intend to kill it.

Those of you who do not take part in hunting wild game can do some hunting of a different nature. You can hunt and eliminate those hazards found in and around the home that killed 29,500 persons last year. The hazards that caused the greatest number of these deaths were those which caused falls!

GOOD HUNTING, and  
a safe and Happy Thanksgiving Day!

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How SAFETY CONSCIOUS are you?  
Both on the road and at home?  
And with your money?

Be SAFETY CONSCIOUS all ways--  
Buy, and hold, U.S. SAVINGS BONDS.  
SAFETY is the extra dividend they pay.

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Life is best understood backwards--but it must  
be lived forwards.

## COMMUNICATIONS BARRIERS

THE DAYDREAMER. We've all met this fellow ...he never hears more than half of what anyone says to him. His mind is always far away from the job at hand. If someone says, "Put covers on all boxes marked for shipment after September first," this fellow will cover all of the boxes. His hearing mechanism is completely shut off by the time the speaker comes to the words "after September first".

This fellow tunes out other instructions in the same way...then yells at his workers when an order is goofed. But then, how can he expect his workers to know what's going on when he doesn't?

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## SOMETHING TO THINK ABOUT

Take away laundry and headaches, and the television industry would be practically bankrupt.

Umpires have something in common with wives:  
They seldom call a man safe when he is out.

Ski-lodge clerk to registering guest: "Just your name, address and Blue Cross number."

Why is it that the wrong number you dial on the phone is never busy?

People who jump to conclusions often frighten the best ones away.

A 40-year old man I know recently shaved off his beard. When I asked him why, he replied, "Because I had the feeling it made me look too young."

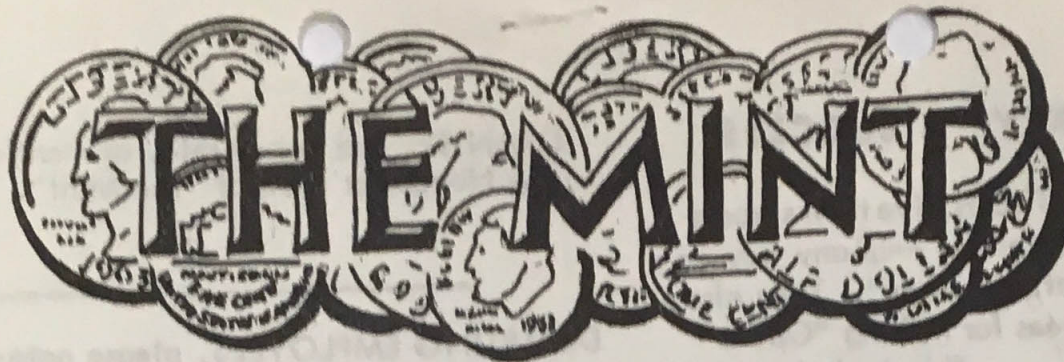
The greatness of a man can nearly always be measured by his willingness to be kind.

The trouble with the family of today is that everybody in it wears the pants.

What can go up a chimney down, but can't come down a chimney up?

(answer in next issue of "The Mint")





AT PHILADELPHIA

VOL. V, NO. 12

DECEMBER 1967

## SIX RETIREES RECEIVE GALLATIN AWARDS

Albert C. Gallatin Awards for honorable and loyal service to the Treasury Department were awarded to six Philadelphia Mint employees this year, five of whom have retired from the Mint Service during December. One of the awards was presented to the widow of Charles Strunk, an Elevator Operator here for over 23 years, in recognition of Mr. Strunk's fine service in the Bureau of the Mint.

Mr. Sura also presented award certificates to five other employees upon their retirement:

D. John Carr, formerly Captain of the Guard, retired because of disability;

Miss Grace E. Miller, formerly the Assistant Personnel Officer, who retired this month;

Mrs. Ann S. Philippi, formerly Head, Cash & Deposits Division, who also retired voluntarily this month;

Mrs. Alice A. White, retiring as a Secretary (Stenography) in the Office of the Superintendent; and

Joseph A. Tomaszewski, who will be retiring from his position as Coin Receiving & Shipping Leader (Cash and Deposits Division) later this month.

CONGRATULATIONS TO YOU ALL, and Good Luck in your retirement!!

## DECEMBER MINT VISITORS

This month we have been honored, again, to host a group of men representing a foreign mint. Visiting us from the Mexican Mint

Engineer Jose Maria Ochoa and his associates, Messrs. Vibbar, Guth, Cqlycat and Pardomo. These gentlemen toured both this mint and the new mint in their survey of our minting equipment and techniques.

## THREE EMPLOYEES MERIT SPECIAL SERVICE AWARDS

Frank DeSimone, James Blisard, and James Ivers have just received Special Service Awards for their service to the Mint during the recent gold shipment from the Fort Knox Bullion Depository. The awards—\$300 each—and certificates, which were presented by Mr. Sura, were recommended by the officials of Fort Knox under whom these three men served on a loan basis. It speaks well for them and for this Mint that they merited such an award. Our sincere congratulations!

## RAISES IN G.S. and WAGE BOARD PAY RATES

The "Federal Salary Act of 1967" was signed into law on December 16, 1967, and on December 19th General Schedule employees here were receiving pay checks for the amount due to them since the retroactive effective date of the bill - October 8, 1967. All future paychecks will reflect the new rates.

Wage Board rates also are expected to rise, and will be retroactively effective from December 17, 1967. Schedules for both systems will be available next month. Mint Wage Board rates have not yet been released.



## "OPERATION TURKEY" A SUCCESS!

The Mint Sunshine Fund officers give their sincere thanks to all of those people who --in any way -- helped them with "Operation Turkey". They also want to thank all employees for making "Operation Turkey" successful. .... This includes your patronage of the vending machines. Without the commissions realized from the sale of coffee, candy, cigarettes, pastry, etc. there would not be a Sunshine Fund. As Mr. Chambers, President of the Sunshine Fund, says, "Keep buying, so we can keep giving."

Mr. Chambers has a personal note for his fellow officers: "Thanks a million for all of your help -- the job was well done."

To this we may all add: THANK YOU, MR. BILL CHAMBERS, and your fellow officers, for your devoted efforts in coordinating and arranging this year's Christmas Giveaway. You had a tough job, but--like most pros--you handled it so smoothly that it looked almost easy.

And thanks, too, for your efforts in arranging for our Christmas decorations and your daily concern with improving the vending machine service and other projects. Thanks--to you and to the Mint officials who aided you! You've given us a good year.

From the Sunshine Fund comes ONE LAST WORD:  
ENJOY YOUR BIRD!

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## NOTEBOOK

The 1968 GEICO Leave Cards are in and will be distributed before the new leave year begins on January 14, 1968.

Pardon Us--

Our new telephone operator may have been a little shocked to find herself suddenly a single girl again when we mistakenly addressed her as "Miss" Victoria Harrold. MRS. Harrold is quite happily married.

The facing on the New Mint is of pink

GRANITE, and not marble, as mentioned in the November issue of "The Mint".

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DEPARTING EMPLOYEES, please note:

Those people who leave the Mint Service during the period of December 17th. through 31st will have earnings for this period paid to them in 1968. Therefore, in January of 1969 you will receive a Statement of Earnings (W-2 form) for the 1968 calendar year. This W-2 form is to be used in filing your tax return for calendar year 1968.

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## YOU'RE INVITED ....

To join our P.S. Christmas Club.

Most banks have Christmas Clubs. When you join you get a book of slips that have to be taken to the bank every payday so that you can deposit the right amount in your Christmas Club account. At the end of the year you will get back all of the money you paid into the Club account.

But you won't get any interest.

It's much nicer to have the deposits made for you in a plan that pays interest on your money.

If you want to save more for Christmas and don't like waiting in lines, save the easy way--through our Payroll Savings Plan. You can increase your Savings Bond deductions enough to buy an extra bond each month, then save the bonds until you need them.....Form your own Christmas Club here, where you will:

--earn interest on your savings

--be sure to save more

--boost our Payroll Savings Plan, and

--bank with the safest organization in the world.

P. S. --

Applications are available at the Cashier's window.

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## SERVICE PINS FOR DECEMBER!

Five employees received Length-of-Service pins this month, for a total of 100 years of Government Service! Congratulations to:

Mitchell Bradley and Frank Gasparro--each has served for 25 years;

John Giordano, who has served for 20 years; and

Matthew Bonczek and Ernest Bottomer each have 15 years of service to their credit.

---

## "SILVER DOLLARS" STILL SOUND

After losing two close games, our team trounced the Southern Flyers on December 18th, for a 35 point victory! (87-52) Jeffrey Williams and Ralph Baylis led the scoring, while Hercules Johnson's great defensive work held the Flyers' score down.

(Mr. Johnson, by the way, is on the 4-12 shift--he has been using his annual leave to take each Monday night off in order to play with the team. That is the kind of spirit that makes a good team, win or lose....and this team is good.)

In the previous two games, the Silver Dollars were good, but they got off to a slow start and couldn't close the gaps in half-time scores. They lost the Dec. 4th game by only one point (75-76), and the Dec. 11th game 60-70.

All of the teams in the division have records similar to the Mint's record of 3 wins and 3 losses, so all six teams are scrambling for the lead. The games following the holiday lay-over should be exciting ones.

## JANUARY GAME SCHEDULE:

Monday, Jan. 8	Belgrade Auto Body	9:15pm
Jan. 15	Post Office	6:45pm
Jan. 22	Dempsey's Market	8:00pm
Jan. 29	Cunningham C.C.	9:15pm

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"I never did a day's work in my life.  
It was all fun." --Thomas A. Edison

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## DECEMBER PROMOTIONS

CONGRATULATIONS to all of those employees who have received promotions this year, and especially to those who received their promotions this month. They are:

Miss Florence Britt, who was promoted to Clerk (Typing), GS-5, in the Cash & Deposits Division;

Louis R. Frederico, who has replaced Captain Carr as Captain of the Guard, GS-8, in the Safety and Security Section;

Miss Joanne Lawlor, promoted to Secretary (Typing) GS-5, in the Personnel Division;

William D. Reichert to Die Maker, WB-11, in the Stamping Die Section of the Engraving Division, and Peter H. Wermuth to Die Maker, WB-12, in the same section.

Good Luck in your new positions!

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## A CHRISTMAS STOLEN.....

Those packages in the back seat look great, don't they? Weeks of planning, saving, shopping.... and now you have everything bought and wrapped. Except....gotta pick up the fruit cake before the store closes.

And when you come back you can't believe you have the right car....they're gone!--all of your gifts. And no one in sight. Only your cake and your car left. But, you're lucky--what if that thief had had the nerve to steal your car, too? You made it easy enough, running off with everything in view and the doors unlocked.

At least you took along your ignition keys. And next time you'll learn to lock up, before your Christmas is stolen. Safeguard your car from thieves.

---

"My advice," said the mechanic to the owner of an old car, "is that you keep the oil and change the car."

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"I GET TO THINKING AT CHRISTMAS TIME...

About things close at hand, and things way above  
and beyond all of these earthly affairs of ours. ....

Seems like we people in the Safety business find  
a certain hope shining inside us, about this time.  
A hope that somehow,

somewhere,  
we might have helped to make a Christmas dream come  
true.

It's an inspiring hope, bright as December stars.

But it makes us humble, too;  
makes us think more about what we should have done  
than what we've already accomplished.

Anyway, please keep working, and driving, and living  
the safe and sane way that will help make your  
most important dreams come true.....on this Christmas,  
and every Christmas in the years ahead."

*Jack Sheldon*



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### CODE OF ETHICS for Government Service.....

Any person in Government Service should:

--Put loyalty to the highest moral principles  
and to country above loyalty to persons, party, or a  
Government Department.

--Uphold the Constitution, laws, and legal  
regulations of the United States and all governments  
therein and never be a party to their evasion.

--Give a full day's labor for a full day's pay,  
giving to the performance of his duties his earnest effort  
and thought.

--Seek to find and employ more efficient and economical  
ways of getting tasks accomplished.

--Never discriminate unfairly by the dispensing of special  
favors or privileges to anyone, whether for remuneration or not;  
and never accept, for himself or his family, favors or benefits  
under circumstances which might be construed by reasonable per-  
sons as influencing the performance of his governmental duties.

--Make no private promises of any kind binding upon the  
duties of office, since a Government employee has no private  
word which can be binding on public duty.

--Engage in no business with the Government, either directly  
or indirectly, which is inconsistent with the conscientious per-  
formance of governmental duties.

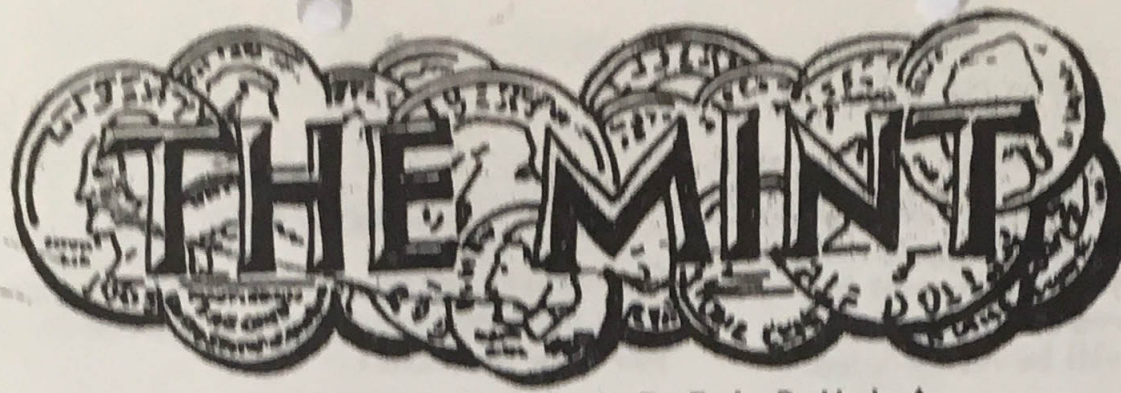
--Never use any information coming to him confidentially in  
the performance of governmental duties as a means for making  
private profit.

--Expose corruption wherever discovered.

Uphold these principles, ever conscious that public office  
is a public trust.







AT PHILADELPHIA

VOLUME VI, NO. 1

JANUARY 1968

## **MINT FUND DRIVE FEBRUARY 19-21**

It's time again to show your support for those great International Service Agencies (Project HOPE, the Am.-Korean Foundation and CARE) and National Health Agencies (American Cancer Society, Heart Association, National Association for Mental Health and nine more agencies) whose work you have admired over the years. These agencies have contributed much to our own health security and the better health of people throughout the world. They have been so successful because they have support from the American people--people like us. Help support these great services through your generous contributions during our Fund Drive on February 19th (pay day) through February 21st.

## **PETRONE RETIRES, RECEIVES AWARD**

Joseph A. Petrone was presented a Gallatin Award in recognition of his loyal and honorable service to the Treasury Department as he prepared to retire on January 31st after more than 30 years of service in this Mint. Mr. Petrone, who has been Machining Foreman for more than twelve years, has 34 years of Government Service to his credit. Fellow employees have expressed many good wishes for his happy retirement.

## **UNITED STATES SAVINGS BONDS..**

Regular Bond savers may be interested in the booklet titled, "Some Legal Aspects of United States Savings Bonds," which is now available for review in the Personnel Office.

U.S. Savings Bonds---the BEST way to save.

## **NEW WAGE SYSTEM IN EFFECT !!**

The Treasury Department Wage Board approved the conversion of the Bureau of the Mint Wage Board jobs to a three-step rate pay system, effective on January 28, 1968. Time spent in the single-rate will be credited toward meeting the required waiting period for the third step. The conversion will be made according to the following rules:

1. On or after January 28, 1968, an employee's pay will be adjusted to step 3 as soon as he has served at least 78 weeks of creditable service at the single rate (that is, since the date of conversion to the single rate system), or at step 2 of the new wage schedule.
2. An employee with a saved rate which equals or is lower than step 3 will be converted to step 3 on January 28, 1968, or as soon thereafter as he has served creditably the requisite time in step 2.
3. An employee with a saved rate which exceeds step 3 will retain his saved rate until such time as he is entitled to a higher rate by reason of the re-evaluation of his job, or promotion, or a wage schedule adjustment.
4. New employees will be hired at step 1, and their pay will be adjusted to step 2 after 26 weeks of creditable service in step 1.

## **BASKETBALL TEAM IN GOOD SPOT**

Our Silver Dollars are in tight competition with 3 other teams for the League lead. After their victory on Jan. 8th (against Belgrade), our team was



in a tie for 1st place. After the tally of wins and losses on Jan. 22nd, our team had dropped to a tie for third place because of their five-point loss to Dempsey's Market. The game scheduled for Jan. 15th (against Post Office) will be rescheduled.

Team high scorers again this month have been Ralph Baylis (30, 24 pts.) and Jeffrey Williams (29, 18 pts.). Final score in Jan. 8th game was Mint 85, Belgrade Auto Body 75; in the Jan. 22nd game the score was 82-87 in favor of Dempsey's Market.

Next game scheduled is at 8:00 pm., February 5th. See if you can be there to cheer for our team.... or try to make it to another of the February games:

Monday, Feb. 5	Southern Flyers	8:00 pm
" Feb. 12	Belgrade Auto Body	8:00 pm
" Feb. 19	Post Office	6:45 pm
" Feb. 26	Dempsey's Market	9:15 pm

## LENGTH-OF-SERVICE PINS GIVEN

CONGRATULATIONS to the nine Mint employees who received Length-of-Service Pins for their service in the Federal Government. They were:

Morris Levin, Charles H. Sampson.....30 yrs.

Emil A. Kuhn, Edward J. Trask.....25 yrs.

Henry T.W. Orzechowski,  
George D. Conner.....20 years

Benjamin J. DiNatale, Robert A. Gibbs, Franklin H. Bailey.....15 years

## SUGGESTION AWARDS

Congratulations are due to five employees who have recently received suggestion awards:

Mario Lerro received the largest award--\$50.00; Alfred E. Young received a \$20.00 award, and James DeMarco received one for \$15.00. Clifton Curtis and Stanley Lepczyk shared one \$15 award.

Miss Eva Adams, Director of the Mint, announced this month that Mr. Paul J. Paterni has replaced Bland T. Brockenborough as Deputy Equal Employment Opportunity Officer of the Mint.

CITY WAGE TAX for last quarter, and final report, are due by January 31st.!!!!

## PROMOTIONS

Congratulations to those Mint employees who have been promoted recently, and good luck in your new positions:

Mrs. Frances Devlin, now Secretary (Stenography) GS-07, in the Office of the Superintendent;

Mrs. Sylvia C. Holloway, Clerk, GS-05, in the Office of the Superintendent;

Mrs. Libby Levin, Accounts Maintenance Clerk, GS-04, in the Melting and Refining Division;

Clarence A. Miller, Head, Cash and Deposits Division, GS-11.

John F. Patota, Coin Receiving and Shipping Leader, WB-10, in the Receiving, Storing & Shipping Section, Cash and Deposits Division;

Stephen G. Stales, who was promoted to Machine Operator, WB-07, on his return from military service.

**TENNIS, ANYONE?** The Seventh Annual Philadelphia International Tennis Tournament will be held at the Spectrum next month. For three days --February 8, 10 and 11--Philadelphia will be the center of the tennis universe, and you will get a chance to see some of the world's best tennis players in action. The proceeds will provide free tennis instruction and equipment for thousands of eager youngsters in the Middle States area through programs operated by recreation, park and school departments in the area. Plan to attend! .....

**ON DISPLAY.....** Two of our employees were selected to have their art work placed in sculpture shows this month. Frank Gasparro has a piece in the Cheltenham Sculpture Show (until the end of January), and Philip Fowler has one piece in the Cheltenham Show and one in the National Sculpture and Paint Show sponsored annually by the Audubon Artists in New York City.

## SOMETHING TO THINK ABOUT....

Getting angry will never get you anything else.

Hear about the new cold capsule that sells for \$298--it contains five vitamins and two tickets to Miami.

Father to mother: "At least this report card proves he isn't taking any mind-expanding drugs."



## THE WAY I SEE IT . . . . .

Jack Sheldon

By now, all of us should realize that automobile seat belts save lives. Yet, how often do you hear people say that seat belts aren't necessary...that they don't remember to use them...that they wouldn't want to be trapped in the car in case of an accident?

These people should listen to "Mike" Di Lemmo, Machining Lead Foreman in the B & M Division. "Mike's" car did not come equipped with seat belts so he invested \$30 to have the belts installed. Now he says that it is the cheapest life insurance that he knows of--seat belts saved his life and the lives of his wife and two children!

...It happened on December 27, 1967, at approximately 11:00 a.m. on Interstate Highway 87 in Upper New York State. Let's backtrack and see what led up to the accident and how safety is a full-time thing. ....

Mike and his family were returning from a trip to Canada. Mike had driven about 230 miles when he decided to take a break and change drivers. After a few minutes of rest, they started off with Mrs. Di Lemmo driving. Mrs. Di Lemmo noticed that her seat belt wasn't fastened, and asked Mike to fasten it for her so that she wouldn't have to let go of the steering wheel. He did this, and at the same time made sure that his sons, who were sitting in the back seat, had their belts fastened.

Interstate Highway 87 is a dual lane, divided highway with a speed limit of 65 mph. The particular stretch that the Di Lemmos were traveling is along the side of a mountain. The road was icy and snow covered, except for the center section of the dual lane (where the "dotted line" is normally located). Because of the conditions, Mrs. Di Lemmo had slowed to 45 or 50 mph, as had the other drivers behind her. Through her rearview mirror she noticed that a car was attempting to pass the five or six cars that were in a line, and that this car was traveling at such a speed that the rear end was "fishtailing". Mrs. Di Lemmo moved to the right as much as possible to allow the car to pass; however,

as it passed her it cut sharply to the right. Mrs. Di Lemmo turned the wheel to the right to avoid being struck. As she did, her right front wheel apparently went onto the soft shoulder and threw the car into a violent 360 spin! The car then plunged down a 40-foot ravine and lodged against the side of a mountain at a steep angle. The children were hanging pretty much in the air--they were suspended by their seat belts!!

The sides of the ravine were strewn with parts of the car...wheels, transmission, rear end. The car was a total wreck!

Was anyone injured?? Yes, there were some minor injuries. Mike was thrown forward into the padded dashboard and received a laceration on his forehead from the broken frames of his sunglasses. His wife received arm bruises from the steering wheel impact and a small head bruise from the roof. One of the boys was struck on the cheek by a candy jar lid that had been on the rear seat--in fact, this lid struck with such force that the impact left the impression of the lid on his cheek!! All of them had a black and blue stripe across the lower part of the body where the seat belt was fastened...what a small price to pay for their lives!!

Mike states it like this: "There is no question in my mind that the use of seat belts saved our lives. In fact, the trooper who arrived to assist us remarked that he knew that we were wearing seat belts because we were able to walk away from the accident."

Seat Belts?? Ask Mike Di Lemmo  
Foot Protection?? Ask Lester Lightfoot  
Eye Protection?? Ask Emanuel Tell

## COMMUNICATION BARRIERS

**THE THINGAMAJIGOR...** This unfortunate fellow suffers from a pathetically small vocabulary. There are thousands of descriptive words in the dictionary, but he makes no use of them. He'll give an instruction like this: "Say, will you pick up one of those thingamajigs in the other room. It's supposed to go over there on that thing."

This, of course, makes it quite clear to the listener what this supervisor has in mind. With such distinct instructions, how can the worker fail to do a good job?



## IMPORTANT : FEDERAL GROUP LIFE INSURANCE CHANGES

The new Postal Revenue and Federal Salary Act makes important changes in your group life insurance protection. These changes and their effect on your pay check are summarized below.

### CHANGE

You now (since 12-16-67) have--

### EFFECT

On your Pay Check

1. \$10,000 REGULAR insurance if your annual pay is \$8,000 or less, OR

REGULAR insurance equal to your annual pay rounded to the next higher \$1,000 plus \$2,000 --if your annual pay is more than \$8,000.

No immediate effect unless a pay raise moves you into a higher \$1,000 salary bracket; if it does, life insurance deductions from your pay will increase to cover the new \$1,000 of REGULAR insurance.

In the pay period beginning on February 25, 1968, you start paying at a biweekly rate of 27½ ¢ for each \$1,000 of regular insurance you have, instead of the current 25¢ rate.

2. An additional \$10,000 optional insurance good until February 14, 1968.

No effect. This is free until February 14, 1968.

3. A decision to make, no later than April 14, 1968, about the \$10,000 additional optional insurance. You will be given complete information and a form to file showing your decision.

No effect if you decide not to buy. If you do buy, your premium (deducted from your pay) will vary by age and will increase as you move from one age group to another. Initially, deductions will be--

\$3.00 biweekly while you are under 35;

\$6.00 biweekly while you are 35-54; and

\$20.00 biweekly when you reach 55 (and until you are both 65 and retired). No deductions will be withheld unless you specifically authorize them.

Anyone who dies in service between December 16, 1967, and February 14, 1968, would be automatically covered as shown in 1 and 2.

An employee who elects the optional insurance at his first opportunity and retires after it is effective (February 14, 1968) may generally continue it during his retirement if he is eligible to continue his regular insurance. After retirement, full premiums for the optional insurance will be withheld from annuity until age 65. The optional insurance is free for retirees age 65 and over and is subject to the same 2%-a-month reduction as the regular insurance, until the maximum 75% reduction is completed.

ONLY EMPLOYEES WHO HAVE REGULAR INSURANCE ARE ELIGIBLE FOR OPTIONAL INSURANCE. Employees who have waived regular insurance will be given a chance to cancel the waiver.

The only amount of optional insurance (life and accidental death and dismemberment) will be a flat \$10,000. An employee who elects the optional insurance will be able to cancel it at any time without waiving his regular insurance. An employee who elects not to take the optional insurance will be able to change this election under the same conditions as now apply to cancellation of waivers; that is, one year must elapse from the effective date of the "election out," the employee must be under age 50, and must present satisfactory evidence of insurability.



**SCHEDULE OF BASIC HOURLY RATES OF PAY FOR  
UNGRADED NONSUPERVISORY POSITIONS AT THE PHILADELPHIA MINT**

Effective: December 17, 1967

JOB TITLE	WB CODE	GRADE	PRESENT HOURLY RATE	NEW HOURLY RATE
Elevator Operator	5438	I	2.38*	2.49*
Janitor	3566	I	2.38	2.49
Laborer	3502	3	2.66	2.77
Selector	5610	3	2.66	2.77
Sewer	3111	3	2.66	2.77
Machine Attendant	5606	4	2.72	2.83
Helper, General	5611	5	2.78	2.89
Helper, Trades	4701	5	2.78*	2.89
Machine Operator	3429	7	3.02	3.14
Machine Tool Operator	3431	7	3.02	3.14
Melter	3741	7	3.02	3.14
Annealer	3712	8	3.13	3.26
Machine Operator, Rolling & Cutting	3742	8	3.13*	3.26
Medal Maker	5608	8	3.13*	3.26
Pressman	5602	8	3.13*	3.26
Weigher	5424	8	3.13	3.26
Carpenter	4607	9	3.25*	3.39*
Die Setter	3442	9	3.25*	3.39
Furnace Builder	5341	9	3.25*	3.39
Machinist	3414	9	3.25	3.39
Medal Maker	5608	9	3.25*	3.39
Melter	3741	9	3.25*	3.39
Painter	4102	9	3.25*	3.39
Roller	3742	9	3.25*	3.39
Stationary Engineer	54253	9	3.25*	3.39
Cabinetmaker	4605	10	3.37*	3.51*
Electrician	2805	10	3.37	3.51
Plumber-Pipefitter	4204	10	3.37*	3.51
Sheet Metal Maker	3806	10	3.37*	3.51
Welder	3703	10	3.37*	3.51
Die Maker	3441	11	3.54	3.69
Electrician-Equipment Repairer	2801	11	3.54	3.69
Heat Treater	3712	11	3.54*	3.69
Machinist	3414	11	3.54	3.69
Scale Builder and Adjuster	4838	11	3.54	3.69
Die Maker	3441	12	3.71*	3.86
Scale Builder and Adjuster	4838	12	3.71*	3.86
Tool and Die Maker	3416	12	3.71*	3.86
Transfer Engraver	5609	13	3.88*	4.04

\*Saved rates applicable



SCHEDULE OF BASIC HOURLY RATES OF PAY FOR  
UNGRADED SUPERVISORY POSITIONS AT THE PHILADELPHIA MINT

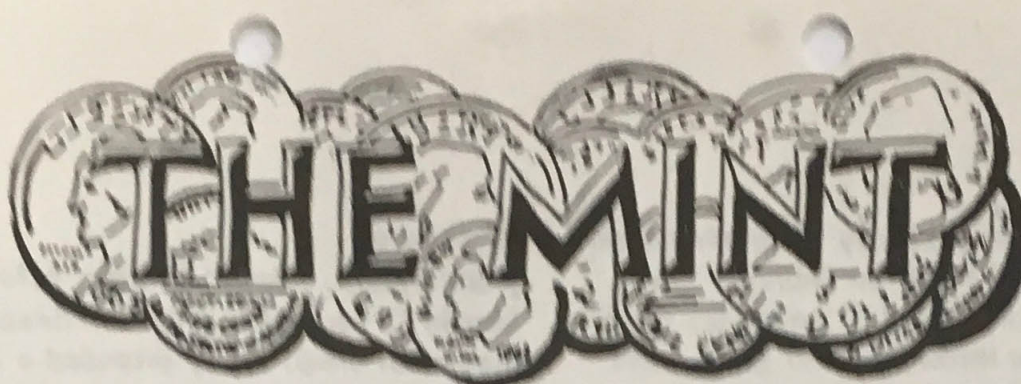
Effective: December 17, 1967

SUPERVISORS AND ASSISTANT SUPERVISORS

JOB TITLE	WB CODE	GRADE	PRESENT HOURLY RATE	NEW HOURLY RATE
Laborer Lead Foreman	3502	7	3.02	3.14
Inspecting and Packaging Lead Foreman	5606	8	3.13	3.26
Deposit Melting Leader	3741	10	3.37*	3.51*
Upsetting Equipment Lead Foreman	5603	11	3.54	3.69
Coin Receiving and Shipping Lead Foreman	6941	11	3.54	3.69
Make-Up Weigh Lead Foreman	5424	11	3.54	3.69
Stationary Engineer Leader	54253	11	3.54	3.69
Annealing Foreman	3712	13	3.88	4.04
Carpentry Lead Foreman	4601	13	3.88*	4.04
Plumbing-Pipefitting Lead Foreman	4204	13	3.88	4.04
Proof Coin and Medal Production Foreman	5613	13	3.88	4.04
Counting, Reviewing & Weighing Foreman	5613	14	4.04	4.21
Ingot Melting Foreman	3741	14	4.04	4.21
Process Weigh Foreman	5424	14	4.04	4.21
Transfer Engraver (Head, Transfer Engraving Section)	5609	14	4.04*	4.21
Electrical Foreman	2801	15	4.21	4.39
Rolling and Cutting Foreman	3742	15	4.21	4.39
Coin Press Foreman	5602	16	4.38	4.56
Machining Foreman	3401	18	4.72	4.91
Stamping Die Foreman	3441	18	4.72	4.91
Maintenance General Foreman	4701	19	4.89	5.09
Laborer Leader	3502	6	2.90	3.02
Inspecting and Packaging Assistant Lead Foreman	5606	6	2.90	3.02
Coin Receiving and Shipping Leader	6941	10	3.37	3.51
Make-Up Weigh Leader	5424	9	3.25	3.39
Upsetting Equipment Leader	5603	9	3.25	3.39
Annealing Lead Foreman	3712	11	3.54	3.69
Counting, Reviewing & Weighing Lead Foreman	5613	11	3.54	3.69
Process Weigh Lead Foreman	5424	11	3.54	3.69
Proof Coin & Medal Production Assistant Foreman	5613	11	3.54*	3.69
Plumbing-Pipefitting Leader	4204	12	3.71	3.86
Ingot Melting Lead Foreman	3741	12	3.71	3.86
Rolling and Cutting Lead Foreman	3742	12	3.71	3.86
Coin Press Lead Foreman	5602	13	3.88	4.04
Electrical Lead Foreman	2801	14	4.04	4.21
Machining Lead Foreman	3401	16	4.38	4.56
Stamping Die Lead Foreman	3441	16	4.38	4.56

\*Saved rates applicable





AT PHILADELPHIA

VOLUME VI, NO. 2

FEBRUARY 1968

## 1968 ASSAY COMMISSION

Smartly uniformed guards and a gleaming Reception Room welcomed our guests on the 1968 Assay Commission when it met here for the Annual Assay on February 14th. In addition to Miss Adams and her staff from the Bureau headquarters in Washington, there were twenty-six men and women from every area of the country.

These citizens from Florida, Texas, Chicago and Denver, . . . from Wisconsin, New Orleans, California, Alabama, Missouri and Washington braved our chill weather to serve on the Commission at the request of the President. As in past years, the committee's examination of our coins was a thorough one. And, as always, when the members finished weighing, snipping, melting and otherwise scrutinizing our products, they pronounced them A-1. With that, the 1968 Assay Commission completed its task: making sure that the coins of the Nation are true in size, weight and value.

## QUALITY STEP INCREASE AWARDED

CONGRATULATIONS to Richard S. Wolf, a Coin Production Supervisor who has just received a Quality Step Increase for his work with Mr. Sheldon in the Safety and Security Division.

In presenting the Special Service Award to Mr. Wolf during a special ceremony, Mr. Surapraised him for his excellent record and his consistently superior performance at the Mint, as well as his work in safety.

Buy U. S. Savings Notes through our Payroll Savings Plan. . . give the boys in Vietnam your support.

## TWO SCHOLARSHIPS FOR PUBLIC ADMINISTRATION STUDY OFFERED

Federal employees in the Philadelphia area who hold bachelor's degrees are invited to apply for two graduate-study scholarships in public administration. The scholarships are being offered by the University of Pennsylvania and Temple University for study in general administrative management, public personnel administration, and budgetary and fiscal administration.

Each of the universities is offering one three-year, tuition-paid scholarship for (part time) study to begin this September. The scholarships are being made available through the Philadelphia Area Federal Personnel Officers' Association.

The deadline for application is March 1, 1968. More detailed information about these scholarships is available in the Personnel Office.

## MARCH 6-- BLOODBANK DATE

It's time again to recharge our stock of blood for the Philadelphia Mint Blood Donors' Club. Members are asked to donate on Wednesday, March 6, between 10:30 am. and 5:30 pm. It is especially important to donate this time if you have not done so recently if you want to remain a member of the Club. Donors are asked not to eat any fatty food for at least four hours prior to donating.

## SILVER DOLLARS: STERLING!

The only thing that could be better for our basketball team is a better show of support from us. The team has been doing well in some exciting matches,



even gaining newspaper publicity when it trounced the Southern Flyers 102 to 58 on February 5th! Jeffrey Williams (M&R) scored 51 points (21 field goals, 9 out of 10 free throws) in that game, and Ralph Baylis added 23 points to the score.

There were two other wins this month, and one close loss. On Jan. 29th the Mint beat Cunningham Bullets 87 to 81. (Williams scored 36 points, Baylis was next with 23.) The team made 77.5% of their free throw attempts that night--31 out of 40. On February 12th, the Silver Dollars defeated Belgrade Auto Body 81 to 78; Williams hit 26, and Baylis his magic 23 points. On Feb. 19, the team lost to a strong Post Office team--91 to 94. Ralph Baylis (Cairning) scored 37 points in that game, Williams scored 20, and Alvan Turner made 14.

Why not go to see the team in action this coming month? The games are played at the Mann Recreation Center at 5th and Allegheny Avenue.

SCHEDULE: March 4 - Cunningham, 8:00 pm.  
Playoffs-- March 11 - schedule to be determined.

## NOTEBOOK . . . . .

A very large THANK YOU to Mildred R. Gillie for her excellent art work in the December issue of "The Mint". M.R.G. has been active in the art world for many years--her paintings have been exhibited in a number of art shows in the Philadelphia and Boston areas, and is an avid organist.

. . . . And many thanks to the Sculptor-Engravers for their drawing of our heading and for illustrations of items for "The Mint" from time to time.

. . . . Philip Fowler has again been selected to show his work in the 143rd Annual Exhibition of the National Academy of Design in New York, through March 17th.

## TRAINING NEWS . . . . .

Preparations are being made for our move to the New Mint in many ways, one of the most important being our training program. Some of these employees who have attended training courses re-

cently are:

Frank Pipolo, Edward Dewees, Alfonso Filippone, Marlin C. Sargent and John Wilczek, from the Electrical Shop. They attended a 3-day course on the Technical Maintenance of Radio Controls for Overhead Cranes, while Joseph Elwell, Filippone and Sargent attended a 2-week course in Instrumentation for Industrial Measurements & Control; Metal Working, Metal Refining and Ceramics Applications. William H. Cloud and Mr. Dewees attended a similar course to study Process Industry Applications. Mr. Pipolo also attended a 1-week course on the Fundamentals of D-C electrical Measurements.

Three of our employees--William T. Badger, Saul Silverman and Marlin Sargent--are currently enrolled in a correspondence course sponsored by the Cleveland Institute of Electronics.

Our two nurses, Carolyn Keefer and Naomi Strong, attended the Ninth Annual Symposium on Industrial Nursing; Kathryn Jurasek (Personnel Management Specialist) attended a course in Position Classification and the Management Process; Reuben Skulsky, an Accountant, attended a seminar on Analytical Methods for Accounts, and Daniel J. Costanzo, our Head Accountant, attended a seminar on the Executive Briefing on Planning, Programming and Budgeting System.

## EAR, EYE TESTS NO HARM TO JOBS!

While many employees have been glad to take our ear and eye tests, a few people seem to be confused about these tests. One of the most important advantages of these tests is that they give the employee a chance to check out his hearing and sight . . . to find out how he can be most comfortable--and safest--on and off the job. Of course, if the eye test showed that an employee was endangering himself and others because of poor sight, he would be expected to correct the situation. That's fair play. But these tests will not put anyone out of his job. . . they are meant to be a bonus, not a threat!

SPRING is coming! . . . . .



## EMPLOYMENT OF RELATIVES

It is now illegal for a public official to appoint, employ, promote or advance one of his relatives to a position in his agency, or to advocate a relative for such actions in the agency. Likewise, an individual may not be appointed, employed, promoted, or advanced if the action is advocated by public official who is his (her) relative.

"Public official" here means "an officer, a member of the uniformed services, an employee and any other individual" with the authority to appoint, employ, promote, or advance individuals, or to recommend such actions in connection with the individual's employment in an agency. "Relative" means blood relatives including aunts, first cousins, etc., and relatives by marriage.

This was passed as part of the Federal Salary Act of 1967. It applies to all three branches of the Federal Government (Executive, Judicial, Legislative) and to the Excepted Service as well as the Competitive Service. It does not prohibit the appointment of an individual who would otherwise qualify for appointment from a certificate of eligibles furnished by the Civil Service Commission.

These restrictions also apply to summer employees.

## CREDIT UNION NEWS...

The Philadelphia Mint Federal Credit Union held its 32nd Annual Meeting on January 31, 1968. A dividend of 6% was declared on all share holdings for 1967, and a 20% interest refund was voted to those loans still active as of December 31, 1967. Members were urged to turn in their books so that the dividends and interest refunds could be entered, and reminded that dividends may be paid on whole shares only....it is to their advantage to bring their accounts up to even \$5.00 amounts.

It was announced that applications for loans from people who have been on the delinquent list within the past year will not be considered by the Credit Committee until those people demonstrate a marked improvement in their credit rating.

Four people were elected to the Board of Directors: Messrs. Gasparro, Lepping, Riley and Timmons. Joseph Elwell and Pete Hansen were elected to the Credit Committee.

## PROMOTIONS

Four Mint employees have received promotions in the past month:

Andrew Danielenko was promoted to Medal Maker, WB-08, in the Proof Coin and Medal Production Section, Coining Division;

Anthony J. Leone to Supervisory Mechanical Engineer (General), GS-13, in the Building and Mechanical Division;

Carmen M. Naddeo to Machining Foreman, WB-18, in the Machine Shop Section of the Building and Mechanical Division;

and Arthur Perkins to Die Maker, WB-12, in the Stamping Die Section, Engraving Division.

Congratulations to you all, and continued success!

---

**NEW FACES.....** Welcome to our two new Card Punch Operators, Miss Janice Brooke and Mrs. Mattie Smith. They will be working in the EAM Section of the Accounting Division.

## LENGTH-OF-SERVICE PIN AWARDS

Congratulations to those employees who received Length-of-Service Pins this month:

Sidney Rosendorn, A. H. Timmons	25 years
Stewart V. Bailey	20 years
Edward Dutkiewicz and Francis Robb	15 years

## FEBRUARY SUGGESTION AWARDS

John P. Murray and John J. Duffy each received \$15 suggestion awards this month. Congratulations to them.

## LIFE INSURANCE COST UP

Don't get shocked when your paycheck is smaller next payday: everyone covered by life insurance is now paying 27½ cents per \$1000. The minimum deduction is \$2.75 for \$10,000 insurance.



## THE WAY I SEE IT.....

Jack Sheldon

The other day, as I was walking through the building, I couldn't help but notice the trash that some of our employees had left lying around. I started to say thoughtlessly left lying around, but the location of some of it revealed that they did think about it before throwing it --or depositing it--in their selected location!

It is hard to visualize anyone putting trash on top of, or behind, a radiator...or throwing it on top of a locker, cabinet or switchboard...or dropping it on the floor when there is a trash can less than five feet away!! And yet, these are some of the locations where I found trash!!

We spend a large percentage of our wakeful hours here at work. To me, it seems that we would want our surroundings to be as neat and clean as is possible. However, these "litterbugs" appear to feel just the opposite--they apparently feel more at home surrounded by trash and litter.

We should realize that it is not possible for our small custodial force to pick up after everyone in the building--and they should not have to do so!! All of us should do our share in keeping the Mint neat, clean, and safe.

The next time you see a "litterbug" dropping or throwing trash, how about telling him --or her-- that you prefer to work in a clean place--even if he doesn't.

---

## COMMUNICATIONS BARRIERS

THE TREMBLY-KNEED WORD EATER ..... This fellow is afraid to say what's on his mind. He never expresses an opinion, either pro or con, because he's afraid he may offend others if his views should be contrary to theirs. And because of this no one can ever tell what's on his mind or what questions or doubts he may have about a plan ... so there is never an opportunity to help him, to set him straight, or to use his experience and knowledge on a new project.

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## LOOKING FOR TROUBLE--

Two-thirds of all automobile thefts in the U.S. are committed by teenagers....and that becomes their first step to a criminal career. It's an easy step to take when you're young, a little too cocky, and very foolish....it's an easy step because most people don't bother to lock their cars at night. Some people don't even bother to take their keys out of the ignition. And a few (quite a few) leave the car running while they "dash in" to pick up a package.

The kid who steals your car is in the wrong. But wouldn't it be better if your car isn't quite so tempting, with its doors unlocked? Maybe that kid would think it over.....

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## SOMETHING TO THINK ABOUT....

A lazy man is never lucky. -- Persian Proverb

Army barber to recruit: "Wanna keep your sideburns?"

Recruit: "Yes."

Barber: "Catch!"

It takes a fast car to keep up with the Joneses.

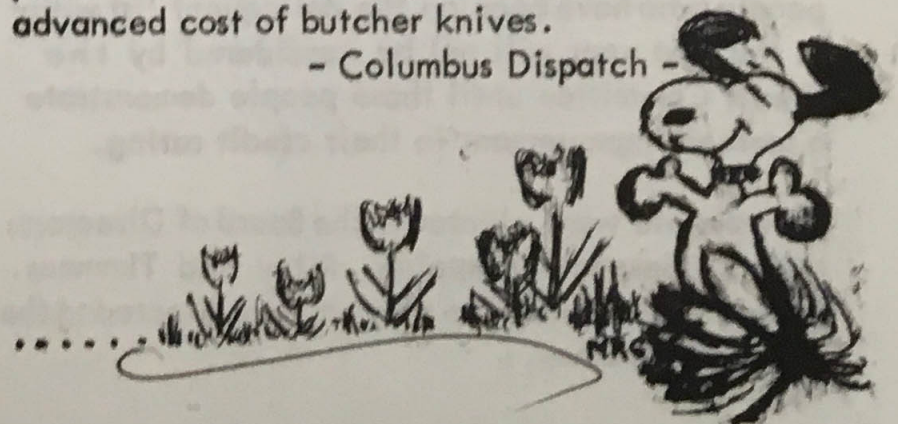
Someone has just invented a shark repellent for downed aviators. So far, he says, tests are good. He hasn't heard from anyone reporting a failure.

Most of the people who favor birth control have already been born.

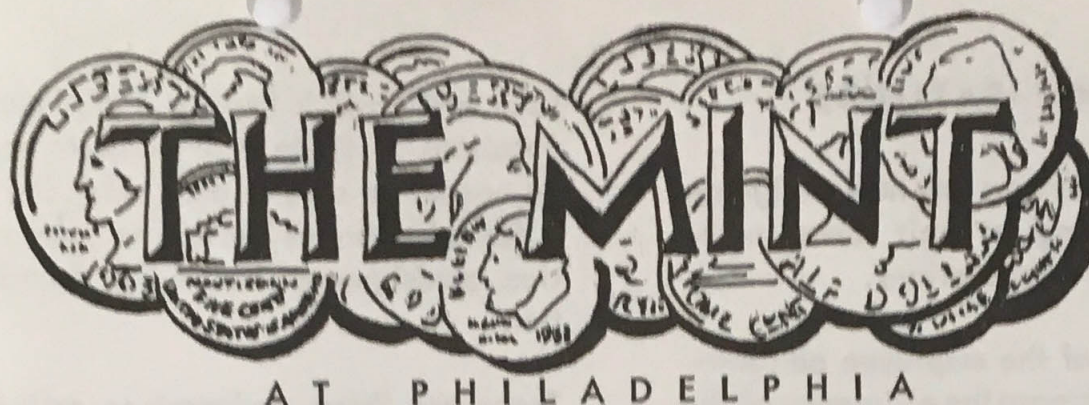
"If winning isn't so important," says one basketball coach, "then why do we keep score?"

With steel prices rising so much we may soon expect an increase in the price of meat due to the advanced cost of butcher knives.

- Columbus Dispatch -







VOLUME VI, NO. 3

MARCH 1968

## MINT HIGH IN TREASURY AWARDS Secretary Asks for More Suggestions

The Bureau of the Mint ranked 1st in the Performance Awards Program of the Treasury Department, and 3rd in the Suggestion Awards Program for the first half of the 1968 fiscal year. As Miss Adams said in her letter to Mr. Sura,

"In the Mint we can be very proud of the record we have established in the past few years in the Incentive Awards Program. We sincerely appreciate the efforts your office has made..."

We should be proud of our record, especially of our first-place rank in "Estimated Savings per 100 Employees" in the Suggestion Awards Program.

Philadelphia Mint employees did a lot to boost the Bureau in this area...now let's do as much to put the Bureau on top in every portion of the Incentive Awards Program, in such areas as:

- the number of suggestions submitted and adopted
- the Total Savings through Suggestions
- the number and size of Performance and Special Service Awards,
- the dollar amount of Tangible Benefits
- the number of Class Act employees receiving High-Quality Pay Increases

One of the best ways to keep your Income Taxes down is to come up with a good suggestion to cut our operating costs. Secretary Fowler has asked us to work for greater savings through our Incentive Awards Program. We all can do more. For instance, we can try to top the Departmental goal of 25% participation in the area of beneficial suggestions. Thought of a good suggestion lately? A good safety idea? Let's hear it!

\*\*\*\*\*

## MINT AND THE NEWS MEDIA...

It had to happen...on March 12th, the first time that the Philadelphia Mint was opened to reporters---it snowed. Big, beautiful snowflakes swirled past our windows...and made it pretty difficult for the newsmen to get their equipment into the building. Once inside, however, they wasted no time. Miss Eva Adams and several assistants from Washington were on hand to show off our operations to these newsmen and their busy cameras.

During their three hours here the newsmen toured and photographed the Melting Room, the rolling process and blank stamping process, the Annealing Room and Process Weigh Section, the Press Room, the Counting and Reviewing area, the Lobby and the medal display area in the mezzanine.

Some of the pictures they took made the papers and TV newscasts that day. Some have appeared since then, and we can expect to see more: representatives from The Philadelphia Inquirer, U.P.I., the American Numismatic Association, the Metro-politan Sunday Newspaper, WCAU, WFIL and KYW-TV (including Trudy Haynes) were on hand for this special tour.

\*\*\*\*\*

## SAVINGS BOND SALES RISE

The Bureau of the Mint has risen from 9th to 8th place in the comparative standings of the various divisions of the Treasury Department in the Payroll Savings Plan. In December only 92.18 percent of the Bureau's employees were buying Savings Bonds; in February the percentage rose to 92.67. Let's aim for an even higher percentage, and show our support for these G.I.'s in Vietnam, for our Country...and for our personal dreams through our participation in the Mint Payroll Savings Plan.



## PERFORMANCE RATINGS

As in past years, supervisors are now assigning annual performance ratings to their subordinates in accordance with Mint regulations.

The primary objective of the employee performance appraisal is to increase the efficiency of the Bureau of the Mint by improving the performance of employees in their present assignments. Thus,

a Performance Appraisal is a joint process involving employee and supervisor. Employees should help in setting work and personal performance goals, evaluating progress towards these goals, and developing specific plans for improving performance.

—It is a continuing process, part of a sound day-to-day employee-supervisor relationship, and involves continuous on-the-job communication.

—It requires a minimum of paperwork to achieve its main objective.

—It is constructive in approach, method and purpose. Its emphasis is upon the achievement of goals and the development of employee abilities. The assigned rating resulting from employee appraisal is of secondary importance and not an end in itself.

—Performance appraisal systems must be tailored to their primary purpose. The emphasis in performance appraisal is upon job results in relation to specifically assigned tasks. It is not meant to measure individual potential for long term career growth.

This is why all employees must be fully informed of what they are expected to do and how well they are expected to accomplish their duties upon entering on duty, assuming the duties of a different position, or when their duties change significantly.

Appraisal of performance will normally be accomplished during continuing discussions between supervisor and subordinate in the course of regular job operation. If this is done well, they will have mutual understanding of (1) management aims and objectives, (2) what the supervisor expects of the employee, (3) measures the employee can take to improve his performance and (4) measures management can take to help the employee improve.

Documentation is kept to a minimum by restricting notations of appraisals to those issues which may be needed at a later date when the supervisor has a formal personnel action to take, such as promotion, reassignment, removal or award recommendation.

There are three performance rating levels:

### Satisfactory -

for performance which meets or exceeds requirements (although not outstanding in all aspects) or in which weaknesses are minor in nature and therefore not important to overall job performance.

### Outstanding -

for performance which not only materially exceeds all requirements of the position but is unusual and deserving of specific commendation.

### Unsatisfactory -

for performance which fails to meet the requirements in one or more aspects which are necessary for successful operation on the job.

## REVIEW AND APPEAL RIGHTS

Any employee not satisfied with his official performance rating is entitled to appeal the rating in accordance with the procedures prescribed in the Federal Personnel Manual, Chapter 430 of the Treasury Personnel Manual and Mint Personnel Procedures Letter No. 49--Performance Evaluation Manual. Before filing an appeal, the employee should discuss the matter with his supervisor and/or the Personnel Officer to reach an informal settlement of the issue, if possible. Advice on the preparation of an appeal may be secured in the Personnel Office.

## CLASSIFICATION APPEAL RIGHTS

EACH employee, Class Act or Wage Board, has the right to appeal the classification of his position at any time because of grade, title, or series.

The procedures for making appeals are outlined in Mint Personnel Procedures Letter No. 53 and No. 34. Employees wishing to make such an appeal should consult with their supervisors and/or the Personnel Office for further instructions.

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**WELCOME** to Mr. Francis P. Rush, the newest of our engineering staff. Mr. Rush is a Mechanical Engineer, GS-830-11. He came to us from the Naval Air Test Facility at Lakehurst, New Jersey.

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## **SUGGESTION AWARDS**

**CONGRATULATIONS** to the three employees who earned suggestion awards this month. Edward Fenn received \$135 for the tangible savings of \$2,649 and \$15 for the intangible safety benefits resulting from a suggestion he made, for a total award of \$150. Frank Iacono received an award of \$15, as did James Wolstenholme.

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## **SERVICE PINS AWARDED**

Four Mint employees receive Length-of-Service Award Pins this month. Congratulations to:

John P. Peleckis . . . . . 20 years

Carolyn Keefer and Ethel C. Jamison . . 25 years

John Lewis, Jr . . . . . 30 years

On March 4th, Mr. Lewis completed 30 years of Government Service, more than 27 of which he served here in the Mint. He is retiring on March 31st . . . at age 55! We wish him the best of luck in his new life of leisure.

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## **PROMOTIONS**

**CONGRATULATIONS** to Mrs. Anita B. McDaniel, who was promoted to EAM Operator, GS-359-4, in the EAM Section, Accounting Division; and to the 55 Die Makers and Tool and Die Makers in the Engraving Division who were promoted as a result of a Reclassification of their Job Descriptions.

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A man fell out of a 4th-story window, hitting with a thud. A crowd gathered, and a witness rushed over and asked, "What's happened?"

"I dunno," said the man as he stood and dusted himself off. "I just got here myself."

The real test of will power is to have the same ailment someone describes to you . . and not say so!

---

## **TEAM IN CHAMPIONSHIP TOURNEY**

The Silver Dollars won their first game--against Belgrade Auto Body--in the League playoffs, 79 to 78. Their next game will decide whether they play against the Post Office team for the Championship--or settle for third place in the League.

The game against Belgrade was an exciting one, as the many employees who watched it have said. Jeffrey Williams again scored the most points for the Mint, with 34 points. Larry Johnson, who substituted for Ralph Baylis, did a tremendous job and put in the next highest number of points --20.

The next game is scheduled for 7:00 pm. Monday, April 1st, at the Mann Recreation Center (5th and Allegheny Ave.). Our Silver Dollars will play Dempsey's Market, the one team they have not been able to beat all year. The game will be a tough and exciting one, so show your spirit and support--get out to the game!

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## **UNION NEWS**

The newly elected officers of AFGE Local #1023 were sworn in at the February monthly meeting of the Union. Mr. Charles Sances, National Representative for the Union, administered the Oath of Office to:

Leroy McKinney . . . . . President (2nd Term)  
Anthony J. Sciurca . . . . . Vice President  
Frances Stafford . . . . . Secretary (2nd Term)  
Fannie T. Harrison . . . . . Assistant Secretary  
Victor E. Hizer . . . . . Treasurer  
William Bonner . . . . . Sergeant-At-Arms

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## **SOMETHING TO THINK ABOUT...**

If a man does only what is required of him, he is a slave. The moment he does more, he is a free man. —Unknown

Did you know that wild beasts in the jungle can't possibly harm you if you carry a torch? They can't, if you can carry it fast enough!

An efficiency expert is a person who is smart enough to tell you how to run your business--and too smart to start one of his own.

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## SPEAKING OF INSURANCE POLICIES.....

One of the nicest benefits Government Employees have is our Sick Leave Program. It's one of the best insurance policies in the world for those who use their leave cautiously. Fifty-seven Mint employees have over 1000 hours of Sick Leave to their credit — a guaranteed income for at least twenty-five weeks to draw on in case of need. Seven of our employees have over one full year of sick leave. That's a record to be proud of.

### MINT EMPLOYEES WITH OVER 1000 HOURS OF SICK LEAVE

Leave Year Beginning 1968

Frank Gasparro	2331	James R. Beal	1593	Hildrey E. Hulstine	1189
Harry Stern	2300	Sidney Rosendorn	1539	George Johnson	1187
Daniel J. Costanzo	2290	Leonard Meyers	1503	John Peleckis	1171
Richard S. Wolf	2214	Virgil H. Newman	1440	Thomas Black	1165
Willard L. Ainsworth	2181	Alfred Sylvester	1428	Walter Christensen	1135
Hyman Friedman	2089	Nicholas Marandola	1425	Naomi McLean	1133
Elwood Bruce	2038	John R. Craig Jr	1419	Walter Whitehouse	1130
Lenard Brown	2018	Ulysses Sullivan	1404	Herman Vizner	1124
Henry Frazier	1998	Joseph E. Lynch	1400	Fred Lindner	1109
John P. Lepping	1957	Walter Tempalski	1388	Thomas E. Power	1104
Allen H. Timmons	1948	Woodrow L. Amey	1361	Gerald Tempesta	1101
Francis Spizzirri	1878	Kenneth W. Grant	1309	James H. Young	1098
Edwin Kuehnle	1858	Daniel Gallagher	1302	Flavian Sanchez	1084
Francis H. Breen	1840	G. Norman Anderson	1276	Francis E. Folk	1076
Carolyn Keefer	1747	Sydney C. Engel	1268	Carmen M. Naddeo	1058
Dominick Fischett	1702	Abraham Schwartz	1271	Albert M. Pratt	1036
Frank E. Campbell	1691	J. Leland Myer	1254	Thomas Robitaille	1033
Harry Landsiedel	1675	Edward Dewees	1225	William Clausen	1000
Andrew E. Slater	1605	Clarence A. Miller	1192	Samuel Dalessio	1000

.....

## THE WAY I SEE IT.....

Jack Sheldon

Some people seem to have a knack for coming up with a phrase or saying that communicates more in a few words than most of us could say in a book. One of my favorite sayings is one that Tom Power's four-year old son came out with:

"It's all right to spank people, but you shouldn't make them stand in a corner."

Cute, isn't it? And, to me, it makes a lot of sense.

....There are many other sayings that really make their point well; some of them require a lot of thought, others strike home quickly.

How about this one?: "Death is nature's way of telling you to slow down!"

Think about that for a minute. How many people have you known who have not slowed down, and as a result have rushed into trouble? Speeding on

the highway....running when you should be walking....rushing into a job without taking time to assess the hazards....rushing into a heart attack --- when you start rushing around, just remember that saying. Or this favorite of one safety man:

Falling down stairs is nature's way of saying, "Hold on to the handrail, stupid!"

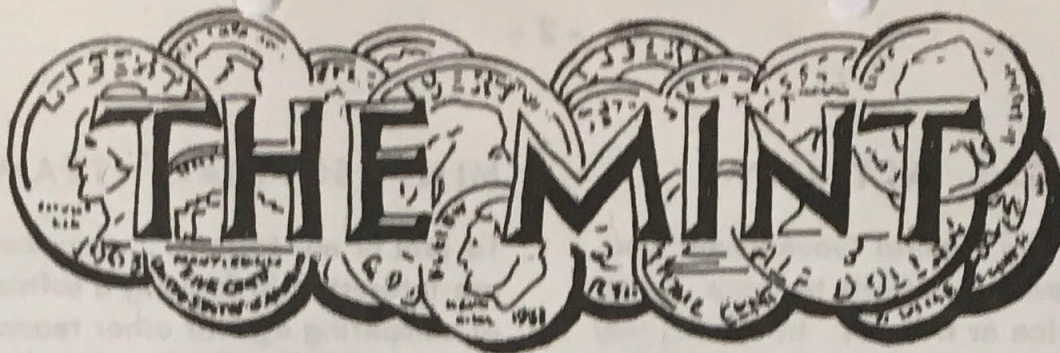
One of the best from a safety man was this:

"Some say we speak too much of safety, but experience has taught us that when we cease to speak of safety we cease to think of it, and when we cease to think of it, it ceases to exist."

I don't know who authored the above paragraph, but I wish I did....I would like to know him, because he "sure said a mouthful". Right?

"We should have known the British were devaluating the pound--they sent us Twiggy."—Herb Lyon





AT PHILADELPHIA

VOLUME VI, NO. 4

APRIL 1968

## EXTRA EFFORT CALLED FOR

During her recent visit to the Philadelphia Mint, Miss Adams spoke to division heads and their assistants about the move to the new Mint. In her talk she emphasized the need for full cooperation from all of us.

In the coming year we will all be called upon to do many things which we would not ordinarily do in our positions. Not all of the cleaning, packing, sorting and filing needed to make the move can be left to others.....the many extra tasks involved in moving and setting up a new plant and in getting it into smooth operation will have to be done by those who are familiar with the material or equipment and with Mint procedures and requirements.

Temporary projects will be done by our present staff because this is the most economical way of getting the jobs done. It is important that each employee realizes that we are here to get the job done, and unless each of us does everything possible to help out, we are not doing our job. Our job?--to serve our employer, the United States Government.

We will have to pitch in and willingly do tasks which seem quite unrelated to our positions, but this work must be done. Miss Adams has appealed to each of us to contribute more than his share. As she put it, during this period each of us "will be doing two jobs."

The U. S. Civil Service Commission has given the Mint permission to extend details beyond the normal six-month limit if an employee is needed for

a special project during this period.

The challenge now will be to see if we are big enough and good enough to get the job done.

## SPECIAL VISITORS

The Mint was host to a special group on April 15th --the Standard Pressed Steel Coin Club. The group was invited here for the tour by Dr. J. Leland Myer (Supt., M&R Div.), who is known to it through his position as Instructor in a Metallurgical Course sponsored by the SPS Company jointly with Temple University. The Standard Pressed Steel Company has cooperated with the Mint in experimental development and heat treating of special coinage dies, and in evaluating new types of steel trial dies.

The group, which received a VIP tour, expressed very great satisfaction with their visit. They were especially pleased with the courtesy of their guide and the friendly manner in which they received explanations to their numerous questions.

## FREE CHEST X-RAYS ON MAY 7th

The Philadelphia Mint Sunshine Fund will sponsor Chest X-Rays for all employees again this year. Arrangements have been made to have a survey in our Courtyard area on Tuesday, May 7, 1968, from 8:00 a.m. until noon, and 3:00 p.m. until 5:00 p.m.

The Sunshine Fund will foot the bill for these X-Rays so that all employees will be encouraged to take advantage of this check-up program. Employees will be called by section throughout the day.



## POLITICAL ACTIVITY

As an employee of the Federal Government you are protected by law from efforts to force you to give political service or tribute. In return, you are prohibited by law--the Hatch Act of 1939--from giving any sort of political service. This means that it is illegal for you to actively participate in any partisan election.

As a citizen, you are encouraged to vote as you choose and to express your opinions on all political subjects and candidates. You may make voluntary campaign contributions, display political stickers and wear political badges (but not at work) and join political clubs--so long as you do not take an active part in the operation of any political group.

As a Federal employee you may not be a candidate for nomination or for election to any local, state, or national partisan office. Nor may you: solicit votes or campaign for or against any political party or candidate; distribute campaign material, march in political parades, solicit contributions for political purposes, or actively promote such activities as political dinners.

For more detailed information, see Federal Employees Fact Pamphlet #2 ("Political Activity"). It is available in the Personnel Office.

## BRAIN TEASER.....

A man had \$1,000 ready to lend to a friend. He did not know how much the friend wanted, but he did know that it would be a sum between \$1 and \$1000, even to the dollar. He had ten bags in which he kept the money, and he wanted to give the friend whatever sum he required by simply handing him some of the bags and opening none of them. How did he arrange the money in order to do this? (Answer next month.)

## CITY WAGE TAX DUE APRIL 30

Need more be said? April 30th is the deadline for paying city wage tax for first quarter earnings in 1968.

## MINT SOFTBALL TEAM FORMING?

To join or not to join...a number of fellows here are interested in forming a softball team capable of competing against other teams in the Industrial League of Philadelphia. You know, the league in which our novice basketball team took third place. The men feel they are good enough to 'win, place or show' in the Industrial League this year--IF they can scrape together the League entrance fee, the umpire's fees, and enough money to outfit a full team for competition. The question is, where is the money to come from?

The Mint Sunshine Fund, which sponsored the basketball team this winter, is unable to sponsor the softball team this year; the team members cannot afford to sponsor themselves. The only other way is to raise the funds through projects and donations. They need our help; employees of the Philadelphia Mint will be represented by our team, so give generously. There is a collection box in the vending machine area. This is your chance to show your great spirit!

## SOMETHING TO THINK ABOUT...

A sense of humor is what makes you laugh at something which would make you mad if it happened to you.

Advertising is something which makes one think he has longed all his life for a thing he never heard of before.

The usual crowd of small boys gathered about the entrance of a circus tent in a small town, pushing to get a glimpse of the interior. A man standing nearby watched them for a few minutes, then said, with an air of authority, "Let these boys in, and count them as they pass."

The ticket taker did as directed, and when the last boy had gone in he turned and said, "Twenty-eight, sir."

"Good," said the man, smiling as he walked away, "I thought I guessed right."

A swap is a trade between two people who think they skinned each other.



## BASKETBALL TEAM TAKES THIRD!!

Our Silver Dollars took 3rd place in the Industrial League of Philadelphia in their first year of play! The teams taking first and second place have been in the League for twenty and ten years respectively. By comparison with these experienced teams, or by any other yardstick, our Silver Dollars are indeed sterling! And, they have a trophy to prove it. That is, we have a trophy to prove it.

The team coach and officers, together with officers of the Mint Sunshine Fund and the Personnel Officer, presented the handsome trophy to Mr. Sura and the Mint in behalf of the Silver Dollars. In accepting the trophy this month, Mr. Sura commended the team on its "significant achievement" in demonstrating how much interested employees can do on their own.

This trophy marks a milestone in employee participation at the Mint: employees came up with the idea for a team, organized it and obtained a sponsor, and followed through to win a trophy--all in the period of a few short months. They did a superb job; their trophy will be on display here soon.

Ellison Hatton, President of the team organization, praised the team for its fine performance throughout the year and called attention to the fact that one member of the team deserved a special trophy --Jeffrey Williams was high-point man in the League, with an average of 28 points per game. Mr. Hatton also expressed the thanks of the team for the support and cooperation which it received throughout the year from Mr. Sura and the Philadelphia Mint Sunshine Fund officers.

Members of the Mint Basketball Association are: Ellison Hatton, President; John Green, Vice Pres.; Larry Johnson, Treasurer; Lester Lightfoot, Coach; and team members Ralph Baylis, Ronald Brisbane, Charles Brown, John Green, Earl Jacobs, David James, Hercules Johnson, Larry Johnson, Sam Rollins, Alvin Turner, Jeffrey Williams.

— CONGRATULATIONS, FELLOWS!

Children need models more than they need critics. — Joseph Joubert

## APRIL SERVICE PINS AWARDED...

CONGRATULATIONS to the three Mint employees who celebrated service anniversaries this month. Those receiving Length-of-Service Pins were:

Joseph Irrera, Jr. and Louis C. Rosey.....25 years  
Alfred B. Moore.....20 years

## — PROMOTIONS —

Congratulations to Margaret A. McNicholas, who was recently promoted to Clerk-Typist, GS-4, in the Engraving Division.

## ...APRIL SUGGESTION AWARDS

Three employees walked away with suggestion award checks this month:

Julian Necikowski received a \$20 suggestion award, while Harry J. Greener and George E. Moffit each received \$15 awards for their suggestions for improving Mint operations.

## WELCOME.....

To John R. Robinson, who transferred to a Guard, GS-4, position here from the Philadelphia Naval Ship Yard.

## THE REVEREND DR. MARTIN LUTHER KING

His message was vital, his method peaceful, his wisdom and patience a godsend. There is no better way to honor him and his message than to dedicate ourselves--each of us, as individuals--to the work of creating a better America for all of our people. There is no other way but the hard way--it will take all of our dedication, all of our work, all of our patience. It may be that the job will take generations....but, it must be started now. This was Dr. King's message -- and his gift-- to our Nation.



## THE WAY I SEE IT.....

by Jack Sheldon

Do you realize that is less than eight months until Christmas? Time slips by rapidly... Vacation time will soon be here. Vacation time--a period of sun, rest, and relaxation. At least, it is that way for the majority of people; for others, however, it is a period of tragedy.

During vacation time the total of accidental deaths and disabilities mounts rapidly. These deaths and disabilities come from each and every vacation activity!

The first summer holiday is Memorial Day. Highway deaths will zoom up, and deaths by drowning will also start the upward climb. These are the obvious accidents--the ones that will receive the publicity, but the other deaths and disabilities will also be there.

Staying home on your vacation? Just going to putter around the house? This type of vacation, which so many of us enjoy, has its hazards. I've remember reading of at least three deaths last year in which the victim fell from a ladder while painting!

Going to mow the lawn? Do you use a power mower? Watch it--some 50,000 toes were lost last year in power mower accidents!! A doctor who works in a Harrisburg hospital told me about some of the tragic cases that he had treated: children who had been struck by objects propelled at bullet speed from a power mower. Keep the mowing area clean--and clear of people! A stout pair of safety shoes should be worn when using a power mower.

No matter what kind of a vacation you plan, keep in mind the many hazards associated with it.

....Yes, there are less than eight months to go before Christmas. Will you be here to enjoy it in good spirits and good health?? Only if you take safety with you--wherever you go, whatever you do.

## REPORTING OUTSIDE WORK.....

All Mint employees are reminded that they are required to report work and positions which they hold outside of their positions in the Mint Service. Failure to report such work can result in a serious penalty for the delinquent employee.

# WANTED:

### DEDICATED SAVERS

for

Holding on to their U.S. Savings Bonds and  
Freedom Share Savings Notes

### DESCRIPTION:

This person is highly dangerous to  
Bad Debts. He is a careful  
planner, interested in his  
future and his family.

Has a good looking friend--his  
savings account balance.

Known to be eager for safe savings  
and high interest rates. Known  
to frequent banks; avoids loan  
sharks easily.

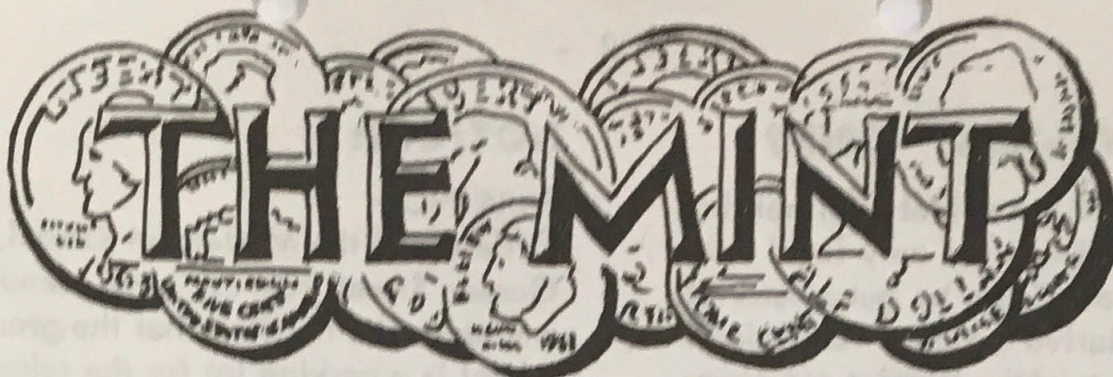
Loyal to his country--heedless of  
the miserable pleas of those  
who are not with him, he is  
a staunch supporter of his  
payroll savings plan.

Cold and callous to frivolous spend-  
ing whims.

### REWARD:

Pride in leading the war against your own  
personal debts and against you country's  
debts in its world-wide battle for freedom,  
plus a safe, big interest return on your\$\$\$.





AT PHILADELPHIA

VOLUME VI, NO. 5

MAY 1968

## "A LONG LOOK OF NOSTALGIA"

...That was the front-page headline announcing an article on our Mint in the May 15, 1968, issue of COIN WORLD, "The Weekly Newspaper of the Entire Numismatic World." Inside, the paper ran a two-page "Photo Tour of the Philadelphia Mint, with a closeup of many minting procedures" and, of course, of several of our employees. The writing was brief because the pictures taken by Larry Stevens were good and needed little explanation, especially for those of us who are familiar with the Mint set up. Perhaps the most unusual--and nostalgic--picture was the photo of Miss Adams and Mr. Sura in the Cabinet Room on the mezzanine floor.

Nostalgic? Well, it won't be long before photos will be all we have to remind us of the beautiful marble, mosaics and paintings which now surround us as we go about our day-to-day work. We have only a short while longer to admire these priceless works of craftsmanship and art which line the walls and ceilings of the lobby and mezzanine.

As the monthly magazine COINage said in its May, 1968, issue, "...As is true with each of our technological advances, there are mixed emotions. For over 65 years the present facilities at 16th and Spring Garden Streets have performed admirably. They're called 'outmoded' now, but through some of the most hectic periods of coin history, they were fully up to the task of supplying a booming nation's needs. Perhaps their greatest tribute is the fact that they will be closing down having completely satisfied one of the most critical coin shortages in the history of the U.S.

"COINage sent its cameras into the 'Old Philadelphia' for this last visit that serves as both a tribute and a 'thank you' "...to all of the many employees whose efforts have made this Mint a success.

## SF 57- "DEAD" ON FIRST OF JULY

After twenty-six years of use as the primary form for application for employment with the Federal Government, the Standard Form 57 is going out the window. It will be replaced, beginning on July 1, 1968, with a modern and streamlined application system.

The new system will emphasize the use of a short card form, the Standard Form 170, designed primarily for the use of persons who have passed civil service tests and by Federal employees in search of new positions. This short form will take little time to fill out and will provide enough information for a Federal employer to decide whether he is interested in learning more about an applicant.

If a Federal employer is interested in an applicant, he can get more detailed information from a second new form, SF 171, "Personal Qualifications Statement." This form is really a revised and improved 57. It will be used only when the applicant appears to be qualified for a definite opening.

The new SF 171 will also be used under the Merit Promotion Plan, where detailed information is usually needed for proper selections.

The new Federal application system has several advantages over the old SF 57. Job hunters will save a lot of time in filling out applications for jobs they are not sure exist; they will receive faster consideration; printing costs will be cut; and, more well-qualified people will be encouraged to apply if they can introduce themselves with the convenient card form.

As those who have spent long hours filling out the tedious SF 57's will agree, this is a welcome improvement in the Federal application system!



## MEMORIAL DAY-- MAY 30th?

Did you know that there are no National holidays in the United States? There are only legal holidays, designated in each State by gubernatorial proclamation or legislative action. For Federal employees and residents of the District of Columbia, the legal holidays are those so designated by The President and Congress.

One of those days is Memorial Day, which is officially designated for honoring dead members of the armed forces. For many Americans, though, it is a day for paying tribute to all of our dead--for decorating the graves of the dead--Decoration Day. For this reason, the flag is flown at half staff until noon on Memorial Day.

Decoration Day was inaugurated in 1868 by Gen. John A. Logan for the purpose of decorating Civil War veterans. Initially, the exercises were conducted by members of the Grand Army of the Republic; now they are frequently performed under the auspices of the American Legion.

But, at the same time that the North began honoring their Civil War soldiers, the South paid homage to their soldiers....usually on a different day from the date which Northern States observe. In Southern States, Memorial Day may be celebrated on April 26th, May 10th or June 3rd.

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## SOFTBALL TEAM? NEXT YEAR...

With luck, and some scrounging, the fellows on the Mint Softball Team hope to accomplish next year what they couldn't quite swing this year -- getting into the Industrial League. The team was not able to raise the required funds for outfits and entry fees in time to join the league this year, so they are planning to work for the funds during the coming season. The money which employees have already donated will be set aside for the team's fees next year. Meantime let's keep giving them our support!

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Naturally the Russians surpass us in some fields. They don't have to spend all their time and money fighting communism.

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## NOTICES:

### PARKING -

Officials of the Masterman School, across Spring Garden Street from us, have asked that all Mint employees be notified that the ground behind the school is a parking lot for the school's faculty only, and is not for public use. Mint employees are asked to cooperate and refrain from using the lot, which is now paved and fenced in.

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### ATTACK. . . . .

All Federal employees must report to the nearest Post Office in operation and register as a Federal employee following any serious attack on the United States. C.S.C. forms 600 have been prepositioned at the Post Offices for this purpose. Your services should be vitally important to the country in such an emergency situation.

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### VETERANS' PREFERENCE

Employees are reminded, once again, that they must have a Standard Form 15 on file in their personnel folders in order to be credited with Veterans' Preference for any service since 1955. To receive credit, each veteran must apply for veteran's preference. Some Mint employees still have not filed their claims, although this was first brought to your attention in June of 1966.

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### NEW LIFE INSURANCE CERTIFICATES ISSUED

New life insurance certificates have been distributed to Mint employees this month. All employees with regular insurance have received one certificate, while those with optional insurance have received an optional certificate in addition to their regular certificate.

As the certificates advise, these are valuable papers. Keep them in a safe place known to you and your family so that in the event of your death your survivors will not overlook any insurance benefits which may then be payable.

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The work of two of our engravers is again on display. Edgar Steever and Philip Fowler each have medals on show in a large medal exhibition at the Smithsonian Institution in Washington; one of these medals was manufactured at our Mint. The show, which marks the 75th Anniversary of the National Sculpture Society, will be there until August 1st.

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## THE WAY I SEE IT TOO!.....

by Dick Wolf

I feel that safety off the job cannot be stressed too strongly with the approach of the summer season!

Vacation time is a time to forget our troubles and our work. Because of this, many of us forget the dangers lurking around each corner, just waiting for us to let down our guard long enough to become another statistic.

Now is the time to get your car into shape if you plan to do much driving during your summer vacation. A little time and money spent on your car now may save your life and the lives of your family later on.

When you are on the highway obey traffic laws--they are made for your protection. And, drive defensively.....keep your eye on the other guy --he may not be driving sensibly!

So remember, wherever you go and whatever you do, THINK SAFETY, drive safely, play safely. We'd like you to enjoy the entire summer!

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## CHEST X-RAYS FOR 433 HERE...

A high percentage of our employees took advantage of the free chest x-rays offered here on May 7th, Miss Keefer reported. Some 433 Mint employees filed through the Chest X-Ray Mobile in our courtyard area. Many employees were absent or elected not to take the x-ray because they get periodical chest x-rays elsewhere. The Sunshine Fund is footing the bill for the service given here.

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## BRAIN TEASER ANSWER....

Remember the man who wanted to divide \$1000 so that he could hand his friend whatever sum he required by simply giving him some of the bags, without opening any of them? How did he arrange the money in his ten bags? ..... In one bag he put \$1.00; in the next he put \$2; in the next, \$4; in the next he put \$8; he put \$16 in the next one, \$32 in the next, \$64 in the next, \$128 in the next, \$256 in the next, and \$512 in the last bag. By selecting the right bags, he could make up any sum--even to the dollar--which his friend needed, between \$1 and \$1000. Check it out!

## MAY PROMOTIONS

CONGRATULATIONS to the two Mint employees who received promotions this month--

Godfrey C. DeFallot and Preston A. Mitchell were both promoted to Power Plant Controlman, WB-II, positions in the Power Plant Section of the Building and Mechanical Division.

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## LENGTH-OF-SERVICE PINS GIVEN

Three of our employees received Length-of-Service Award Pins this month--

Leonard Crooms and Walter Swierzy.....25 years

Gerald Tempesta.....20 years

Congratulations on your many years of fine service to the Government and to the Mint!

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## SOMETHING TO THINK ABOUT...

Progress is the product of vast conceit--we assume that we can do it a better way.

While we wouldn't admit this in front of them, some of the things we discipline the kids for really do bring back fond memories.

Recently heard of a telephone pole falling on an automobile--which does seem like a perfect way of fighting back.

Child to a psychiatrist -- "It's about my father, he's got this fixation that a COW can orbit the moon!"

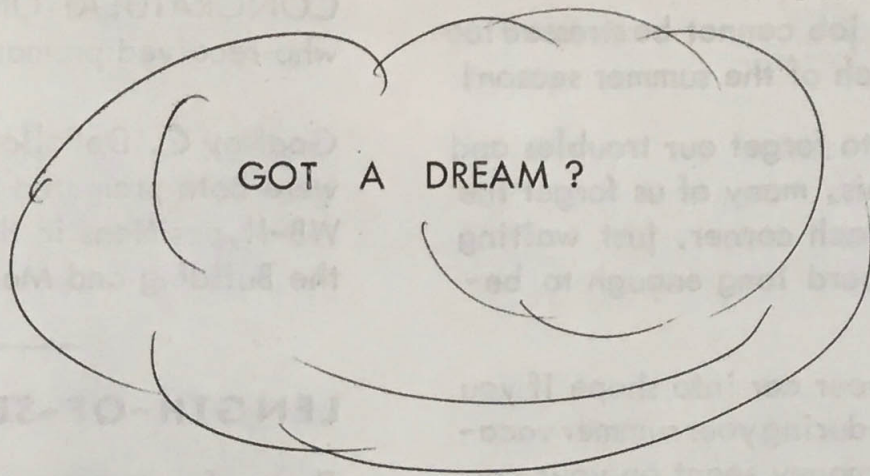
Granddad saved his first dollar in a 10-cent frame. Now the frame is worth a dollar....and the dollar is worth a dime.

Another inflation item: It now costs 5 cents to put your 2-cent's worth on a penny postcard.

Someday we'll make a machine that can reproduce itself. Let's see, shall we call it mama or data?

And now comes summer, when every good bug hopes to pass his screen test.





GOT A DREAM ?

Why not put more of your earnings into savings this payday ?

Buy more  
**F R E E D O M**  
with

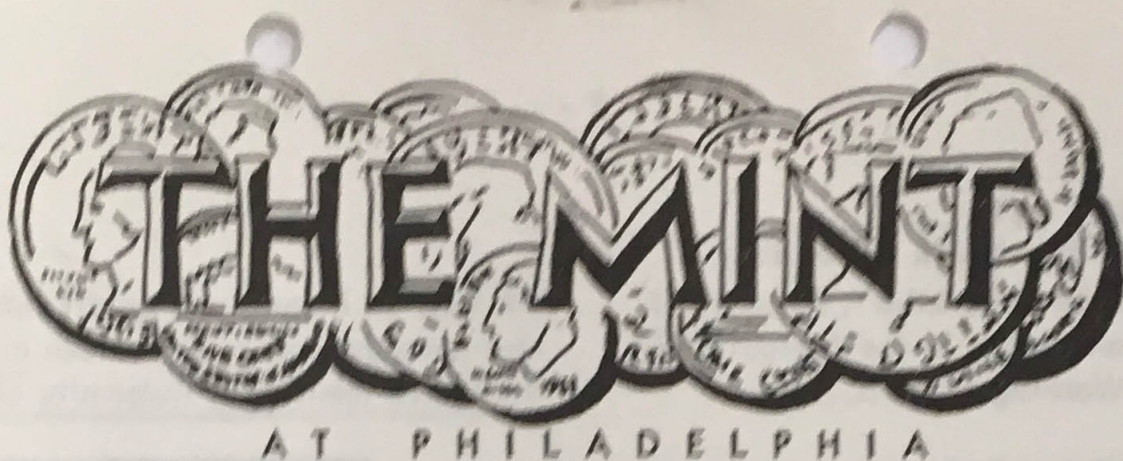
U.S. FREEDOM SHARE SAVINGS NOTES

and

U.S. SAVINGS BONDS

through our Philadelphia Mint Payroll Savings Plan!





AT PHILADELPHIA

VOLUME VI, NO. 6

JUNE 1968

## YOUTH OPPORTUNITY CAMPAIGN JOBS FOR EIGHT THIS SUMMER!

Eight young students will spend their summer working at the Mint under the Youth Opportunity Campaign Program, now in its fourth year. The YOC program provides summer jobs in Federal Government agencies for youths who might not otherwise find work. The youths receive training in office and industrial techniques and valuable job experience to supplement their high school education and aid them in securing full-time positions in the future.

## PAY RAISES COMING SOON

Most Mint employees will receive fatter paychecks on August 5th as a result of pay hikes which will go into effect on July 14th.

Graded (Classification Act) employees will receive the second of three administrative pay adjustments voted them in the 1967 law which aims at raising Federal salaries to a par with those paid in private industry. The increase will amount to a 3 percent boost for those in grades GS-1 through GS-6, and larger percentage increases for those in the higher grade levels.

Wage Board employees who have not received a promotion since January 15, 1967, will be eligible to move into the third step in their WB level on July 14th. This administrative pay increase is in accordance with the transitional Wage Board plan which went into effect on January 28, 1968.

These wage board employees who have moved into higher grades since January, 1967 will have to

wait the required 26 weeks from the date of promotion to move from the first to the second step, and an additional 78 weeks after that to move into the third step of their new grades.

## SPECIAL MINT VISITORS

The Philadelphia Mint has hosted experts from two foreign countries during this month: an Engraver from the Royal Mint in London, England, and two representatives of the Armat Metallurgics of Chile.

The Engraver, Mr. H.A. Richardson, visited this Mint briefly to learn about the techniques used in various operations in our Engraving Division. Our visitors from Chile were Mr. Rafael Arancibia, President of Armat Metallurgics, and Mr. Javier Lagarrigue, former head of the Copper Department of the Chilean Government. They came to view our present melting, casting and rolling facilities in preparation to setting up a plant with similar facilities for producing strip in Chile.

As we mourn the tragic death of Senator Robert F. Kennedy, let us pay tribute to him and to all of our Nation's leaders by recognizing our tremendous debt to those men who have the courage and conviction to become public servants and leaders. No nation can afford to lose such men to the whim of a lone dissenter. As never before, we must be prepared to give our leaders wholehearted and rational support in their efforts to solve the problems facing our country, to build a better civilization--where no man's freedom can be threatened by another. Only in supporting our leaders can we hope now to reward them for their service to our country.



## THE WAY I SEE IT..... by Jack Sheldon

This is my last article for "The Mint". As you read this, I'll be busy at a new job in the Agricultural Research Service in Washington, D.C.

These last twenty-eight months have been both rewarding and frustrating. Rewarding in the sense that we have accomplished a great deal in becoming aware of safety and in seeing a tremendous improvement in our accident record.

It has been frustrating in the sense that a few people are still not convinced that safety is necessary. In the case of operating personnel, this attitude shows up when they are injured. In the case of supervisory personnel, it shows up when their employees are injured. I hope that these people who always fight against safety measures will work for the safety program when they recognize the dangers around them.

All in all, I believe that we have started a program that will bear good fruit. We have a long way to go before the program is complete; however, the foundation is in place. You'll note that I say "we" --it takes the cooperation of everyone to make a program work!

I want to express my heartfelt thanks to all of you who have cooperated so fully with the Safety Program and me--It has been a pleasure working with you here.

I hope that my successor receives your continued cooperation. Perhaps you had better cooperate--he may be tougher than I was!

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### ATTENTION, VETERANS:

Those veterans buying property through the Veterans Administration will be interested in the ruling that a veteran who is selling the property insured or guaranteed by the VA for a private loan can be released from liability to the Government. He may be released from liability when he sells the property securing his guaranteed loan and allows the loan to continue on the property, if the loan is current; the new purchaser is acceptable to the

VA from an income and credit standpoint; and the new purchaser assumes the loan and also assumes the above-mentioned indemnity obligation.

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### SUMMER SENSE

IT'S hard not to become enchanted with the fun of a summer in the sun. That's why it may be wise to review a few rules to help keep us out of trouble in the summer ahead.

The SUN is 93 million miles from the Earth, and seems to be hidden by clouds half of the time, but is still powerful. So, take it in gradually, shielding yourself with suntan lotion or oil. Watch out, though--those hazy days are the most dangerous for burns.

Don't feel that you have to run, jump, ride, swim or walk until you drop from exhaustion -- you may never get up. Exercise is great...but it takes a lot more out of you in the summer heat of the sun than you may be aware of while you are running about....you will feel it later, though.

Drink a lot of water and increase your salt intake to make up for what you lose in sweat. Don't go overboard in keeping cool--cool off gradually after you've been out in the sun. Then dive into that cold pool or take a drink of that ice water. The shock of the cold is too much for an overheated person.

Children like to explore everything....so watch that they don't start chewing on the leaves of bark of oak and cherry trees...or on azaleas, daffodils, jonquils, larkspur and wisteria--these plants will cause serious illness or death if eaten.

And, of course, practice the safety rules for every sport. Don't go swimming or boating alone, and learn how to handle yourself in a boat and in the water. Use safety devices, such as life vests, and use your common sense. There's a lot of summer to enjoy, if you stay healthy.

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## TREASURY CONDUCT STANDARDS

Chapter 735 of the Treasury Personnel Manual contains the laws, rules and regulations of conduct which are applicable to Mint employees. It covers such subjects as political activity, outside employment, conflict of interest and other related points. Copies of CHAPTER 735 are available in pamphlet form in the Personnel Office.

Every Mint employee is required to know those standards of conduct applicable to his case; to adhere to the standards; and to be aware of the consequences of any violation of the conduct rules and regulations. For your own protection, get a copy of the Minimum Standards of Conduct and read it carefully.

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## SUGGESTION AWARDS

Four Mint employees shared in one award, which spread the money rather thinly, but they are to be congratulated for getting together with their ideas, as the two other employees to win awards this month deserve congratulations for their suggestions!

Edward Blasick and John Fucellaro each received a suggestion award of \$15.

Robert DiGiovanni, Silvino Menello, John J. Green and George Sparta shared one award of \$15.

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## JUNE LENGTH-OF-SERVICE AWARDS

Four of our employees received Length-of-Service Pins this month. Congratulations on your many years of successful Government service!

Frank Campbell . . . . .	30 years
Ulysses Sullivan . . . . .	25 years
Thomas Magerman . . . . .	15 years
Joseph McGady . . . . .	15 years

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## PROMOTIONS

CONGRATULATIONS to those Mint employees who have received promotions this month:

Anthony Dougherty to Coin Press Foreman, WB-16, in the Coin Press Section of the Coining Division.

Miss Florence M. Boles to Clerk, GS-5, in the Office of the Superintendent.

Hildrey E. Hulstine has been assigned to the position of Assistant Personnel Officer in the Personnel Office.

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## WELCOME TO:

John P. DeWaele, who joins our Security Section as a Guard, GS-4, in the Safety and Security Div.

The three college students who will serve as Mint guides this summer: Robert W. Perozzi, Rosemarie Linfante and Paul G. LaFerriere. They joined our Safety and Security Division as Guides (General), GS-3, on June 24th and will be with us until the beginning of September to help handle the large summer crowds of Mint visitors.

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CONGRATULATIONS . . . . . to our nurse, Miss Carolyn Keefer, R.N. on being elected to the office of Director of the Philadelphia Association of Industrial Nurses for a two year term. She has previously served as an officer for the organization. . . . .

Once again, to our Basketball Team! This time the praise comes from Miss Eva Adams, Director of the Mint, and her staff in the Bureau of the Mint in Washington. In a letter to Mr. Hatton, President of the Mint Basketball Association, Miss Adams asked him to convey her congratulations to all of the members of the team, and to tell them how very pleased she is with the Team's accomplishments.



## JULY FOURTH.....

A great weekend...a good time for family outings and visits to the mountains or the seashore and to friends. America on the move. Nice, isn't it, to know that you can move about so freely? In some countries you would need an urgent excuse and a special permit even to leave your city. In other countries you, as an ordinary worker, would be lucky to possess even one bicycley per family.

You are fortunate...you live in a country where Freedom--legal and economic--is almost taken for granted. Freedom is what this country stands for in the eyes of the world, and what we all share, even if we sometimes think we should have more. Let's pause for a moment and count our blessings ...and vow to work patiently for greater freedom for all Americans, and for a greater America.

### BUREAU BEGINS MELTING SILVER

The Bureau of the Mint recently released a full report of the coin separating and silver coin melting projects under way here and in the Denver Mint, the San Francisco and New York Assay Offices, and several of the larger Federal Reserve banks.

Since last July, when the Treasury Department ceased its sales of silver at \$1.29 per ounce, the Treasury has been issuing only clad quarters and dimes through the Federal Reserve Bank System. All mixed silver and clad coins flowing back into the banks through the system are held in inventory until they can be separated. Melting operations on the silver coins have begun at both mints and the assay offices. The silver bullion produced from these melts is being made available for industrial use through weekly sales by the General Services Administration. The clad coins, of course, are being returned to general circulation.

The separating project is expected to take about two years to complete, with the Treasury and Federal Reserve banks cooperating in the effort to quickly make more silver available for industrial uses. Treasury officials have said they estimate that by January 1, 1969, less than 10 per cent of the dime, quarter and fifty-cent coins in circulation will be pre-1965.

The weekly numismatic magazine COIN WORLD gave full coverage to this report in its June 26th issue, including two pages of photos of the separating and melting operations at the Philadelphia Mint. The article also mentioned that this is the largest, but not the first, coin melt of this century. In 1918 over 270 million silver dollars were melted down to produce bullion for export to India and for use in domestic coins of smaller denominations.

**BRAIN TEASER...** several employees have mentioned that the answer given last month to the problem of dividing the money into ten bags to produce any sum between \$1 and \$1000 is misleading. If only \$1000 is involved, then only \$489 would be placed in the last bag, rather than the \$512 stated in our solution.

Now that we have that one cleared up, let's try a few more. (Answers next month):

1. You wake up in a pitch-black room in a hunting lodge, and there is no light handy. In your duffel bag there are six black socks and six white ones, all mixed together. You want to pick out a matching pair. What is the smallest number of socks you can take out of the bag and be sure of getting a pair of the same color?

2. A camp cook wanted to measure four ounces of syrup out of a jug but he had only a five-ounce and a three-ounce bottle. How did he manage it, using only these three containers?

### SOMETHING TO THINK ABOUT...

The secret of contentment is knowing how to enjoy what you have and being able to lose all desire for things beyond your reach.

The trouble with being a good sport is that you have to lose to prove it!

Money doesn't talk.....it goes without saying.

Schoolgirl, looking over her report card, to her friend: "History does have a habit of repeating itself. I've failed it again."

Young man in phone booth at Army induction center: "Hello, Mom? I got the job!"



Below are the most recent pay scale charts for both Wage Board employees and for those Classification Act employees not paid under special rates.

GENERAL SCHEDULE PAY RATES, effective July 14, 1968

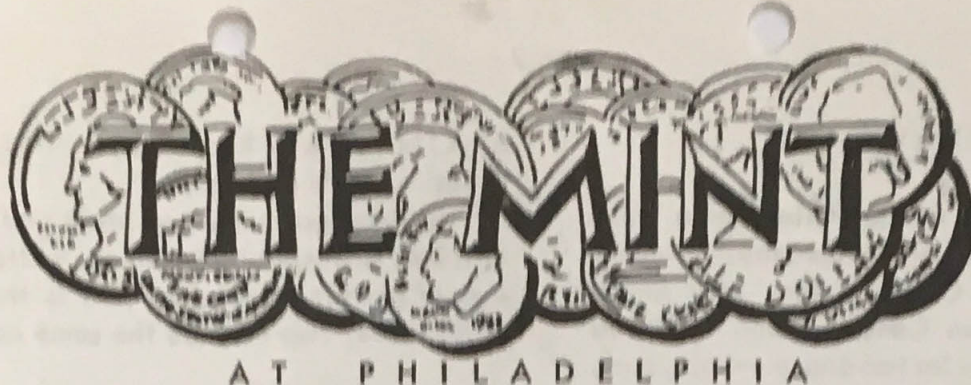
Grade	Annual rates and steps									
GS-	1	2	3	4	5	6	7	8	9	10
1	3,889	4,019	4,149	4,279	4,408	4,538	4,668	4,798	4,928	5,057
2	4,231	4,372	4,513	4,655	4,796	4,937	5,078	5,219	5,360	5,501
3	4,600	4,753	4,907	5,060	5,214	5,367	5,521	5,674	5,828	5,981
4	5,145	5,316	5,487	5,658	5,829	6,000	6,171	6,342	6,513	6,684
5	5,732	5,924	6,115	6,307	6,498	6,690	6,881	7,073	7,265	7,456
6	6,321	6,532	6,743	6,955	7,166	7,377	7,588	7,799	8,010	8,221
7	6,981	7,214	7,447	7,680	7,913	8,146	8,379	8,612	8,845	9,078
8	7,699	7,956	8,213	8,470	8,727	8,984	9,241	9,498	9,755	10,012
9	8,462	8,744	9,026	9,308	9,590	9,872	10,154	10,436	10,718	11,000
10	9,297	9,607	9,917	10,227	10,537	10,847	11,157	11,467	11,777	12,087
11	10,203	10,543	10,883	11,223	11,563	11,903	12,243	12,583	12,923	13,263
12	12,174	12,580	12,986	13,392	13,798	14,204	14,610	15,016	15,422	15,828
13	14,409	14,889	15,369	15,849	16,329	16,809	17,289	17,769	18,249	18,729
14	16,946	17,511	18,076	18,641	19,206	19,771	20,336	20,901	21,466	22,031
15	19,780	20,439	21,098	21,757	22,416	23,075	23,734	24,393	25,052	25,711

BUREAU OF THE MINT WAGE BOARD PAY RATES

Grade	Step Rates			Grade	Step Rates		
1	2.37	2.49	2.61	11	3.51	3.69	3.87
2	2.50	2.63	2.76	12	3.67	3.86	4.05
3	2.63	2.77	2.91	13	3.84	4.04	4.24
4	2.69	2.83	2.97	14	4.00	4.21	4.42
5	2.75	2.89	3.03	15	4.17	4.39	4.61
6	2.87	3.02	3.17	16	4.33	4.56	4.79
7	2.98	3.14	3.30	17	4.50	4.74	4.98
8	3.10	3.26	3.42	18	4.66	4.91	5.16
9	3.22	3.39	3.56	19	4.84	5.09	5.34
10	3.33	3.51	3.69	20	5.01	5.27	5.53
				21	5.17	5.44	5.71

Waiting period from first to second steps: 26 weeks; from second to third steps: 78 weeks, beginning either on January 15, 1967, or the date of any subsequent promotion or appointment.





AT PHILADELPHIA

VOLUME VI, NO. 7

JULY 1968

## YOUTH OPPORTUNITY CAMPAIGN

### What's it all about?

For the youths who land jobs in Federal agencies across the Country, the Youth Opportunity Campaign is a chance to make their summers, and themselves, count. For Federal employers, it's a chance to introduce these youths into America's working world, and a chance to help them reach their goals.

The Summer Working Aids we hired through the YOC program this year have some mighty high goals! Four of our youths will be returning to high school at the close of the summer. Afterwards, perhaps, they'll be setting their sights as high as those of our four older Summer Working Aids.

All of our four youths who are high school graduates are ambitious and seeking more education to prepare themselves for a good future. Geneva Beander, for instance, plans to attend the Community College of Philadelphia this fall to study criminology. Miss Beander, who is working in our Building and Mechanical Division office, is preparing for a career in police work.

Another of our Summer Working Aids is Miss Leola Scott, a young lady who is presently taking accounting at the Berean Institute in Philadelphia. Miss Scott, who is working in our Payroll Section this summer, hopes to become a Certified Public Accountant.

The young lady who is working in the Medal Sales Section of the Cash and Deposits Division is Miss Sharon Taite. She is planning to enter Penn State University this fall to prepare for a career in social work.

Elizabeth Waring is the Summer Working Aid who is serving as our relief telephone operator. Miss Waring came to Philadelphia from South Carolina to attend the Franklin School of Art and Science, where she will study Medical Technology.

Our four high school youths include Miss Daisy Hopkins, who is working in the Correspondence and Records Section, and three boys. The boys -- Harold Goodman, Albert Leach and Eric Starnes -- are working in the Custodial Section.

We welcome all of these young people, and wish them a good summer and the great future for which they are working so hard!

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## TWO RECEIVE GALLATIN AWARDS

John Stafford, a Roller, WB-9, in the Rolling and Cutting Section of the Coining Division, will retire on July 30th after more than twenty years of Government service. Mr. Stafford will receive an Albert C. Gallatin Award for his service in the Treasury Department. Best of luck in your new life!

Another recent retiree, John Lewis, Jr., has also received a Gallatin Award for his long service in the Treasury Department.

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As most of us noticed on Monday, July 22, there was a bigger tax bite out of our paychecks as the 10% surtax charge went into effect.

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## CREDIT UNION NEWS .....

The Board of Directors of the Philadelphia Mint Federal Credit Union has announced the retirement of the Treasurer of the Credit Union, Miss Emma Van Campen. Miss Van Campen, who has filled this position so capably for two and one-half years, will be greatly missed by all who have had occasion to take advantage of her services.

Replacing Miss Van Campen as Treasurer will be Mrs. Evelyn Morgan. Mrs. Morgan is well qualified for the post--she has served as treasurer for a number of years in other credit unions.

For the time being, the hours when Mrs. Morgan will be in the Mint Credit Union office are: 9 a.m. until 12:30 p.m., Monday through Friday. Those employees who want loans can see a member of the Credit Committee if Mrs. Morgan is not available. (The members are: Joseph Elwell, Andrew Slater and Peter Hansen.) Any future adjustments in Mrs. Morgan's schedule will be announced.

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## BACK TO SCHOOL .....

It's hard to think about it during the sweltering summer months, but by the time the fall and winter arrive it will be too late to act. If you are thinking of going to school this fall, now is the time to enroll. Many area technical schools and colleges offer part time and evening classes. If you are planning to take advantage of them, do your planning now. Some schools have already reached their cut-off dates for admission to the fall semester; most schools will reach their cut-off dates in August. It's not too late to apply for further education and training, if you act quickly. Don't let another year slip by without making an effort to improve yourself through learning. Contact those schools in which you are interested now.

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Speaking of education and training...a reminder to Mint employees that it is your responsibility to bring your personnel records up-to-date in order to show newly acquired skills or education and training which could be used to your advantage.

**BRAIN TEASERS.....** first, the answers, to last month's problems:

1. The smallest number of socks you can take out of a bag with six black and six white socks and be sure of getting a matched pair is three. Of any three socks, two must be the same color.

2. To measure four ounces of syrup out of the jug, the camp cook filled the 3-oz. bottle and poured it into the 5-oz. bottle. Then he filled it again and poured it into the five until the five was full. That left one ounce in the 3-oz. bottle. He emptied the five back into the jug, and poured the one ounce that was in the three into the five. He then filled the three and poured it into the five--making four ounces.

Ready for more problems? .....

3. A deep-sea fishing boat is lying in the harbor. Over its side hangs a rope ladder, with its end just touching the water. Rungs of the ladder are one foot apart. The tide rises at the rate of eight inches an hour. At the end of six hours how many of the rungs will be covered?

4. True or False?

(a) The 21st century will start on January 1 in the year 2000.

(b) A pound of feathers and a pound of gold are the same weight.

(c) In 1927 Charles A. Lindbergh made the first nonstop flight across the Atlantic Ocean.

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**NOTICE:** Mint employees are reminded that Edgar J. Suiter is the Equal Employment Opportunity Officer of the Philadelphia Mint, and Paul J. Paterni, of the Security Staff in the Office of the Director, is the Deputy Equal Employment Policy Officer of the Bureau of the Mint. These gentlemen are available to help all employees who feel they have been discriminated against in any employment matter.

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Medical science still struggles with the cause of the common cold. Our own idea is that it is caused by saying, "I haven't had a cold all year."



(Richard S. Wolf has been selected for detail to the Safety and Security Division, where he will administer our safety and security program for the coming months.)

## THE WAY I SEE IT TOO I

by Dick Wolf

While our first responsibility is safety at work, I firmly believe that off-duty safety must be encouraged. Since many of us take vacations and plan to spend long weekends at the beach during the warm weather, I would like to pass along a few safety tips to remember when you take that cooling dip.

1. Always enter the water within 100 yards of a Life Guard on duty. If you fail to do this you are bathing at your own risk.
2. Listen to and obey the Life Guard's whistle. The warning he gives you may save your life.
3. Do not use floats or flimsy air mattresses without life lines attached to each corner.
4. Stay away from ocean piers and currents which could sweep you into the piers.
5. Never swim alone. The more persons around, the better your chance of getting help, if needed.
6. Don't swim out too far.
7. Always supervise children closely.
8. Never call for help as a joke.
9. Never go swimming directly after eating or vigorous exercise. This can cause severe cramps.
10. Abide by the safety rules at all times.

If you keep these thoughts in mind, there will be a much greater assurance of a happy ending to your beach holiday.

## LENGTH-OF-SERVICE AWARD PINS

Three Mint employees received Length-of-Service Pins during July in recognition of their many years of Federal service:

Samuel Clearfield . . . . .	25 years
Thomas E. Power . . . . .	20 years
Hugh McCoshie . . . . .	15 years

CONGRATULATIONS to all of you, and good luck in your future service.

## BENEFICIAL SUGGESTION AWARDS

Congratulations to the three employees who earned suggestion awards this month! The three men are: William Whitmore, who received a \$25 award and James Young and Alvan Turner, who each received a \$15 award.

It's the beginning of a new fiscal year, and a new year for the Beneficial Suggestion Program. Time to get your bright ideas down on paper!

## SOMETHING TO THINK ABOUT..

Being grown up means we can have our own way --at our own expense.

The Wild West-- A teacher in Billings, Mont., received this message from a parent last year: "Please excuse my son's absence from school. He brought a snake home and put it in the basement and will not be back until he finds it."

A caller tried several times to reach an executive on the telephone. Each time the secretary rebuffed the caller with: "I'm sorry. He's away from his desk."

When the fifth try resulted in the same message, the caller asked in desperation, "Is this a recording?"

A fellow cut a story out of the paper about a man getting a divorce on the grounds that his wife went through his pockets. "What are you going to do with it?" someone asked him.

"Put it in my pocket," he answered.

## COMMUNICATIONS BARRIERS . . .

The following statement is published as a tongue-in-cheek reminder to all that there still exists a serious problem in communications.

I KNOW THAT YOU BELIEVE YOU UNDERSTOOD WHAT YOU THINK I SAID,  
BUT I AM NOT SURE THAT YOU REALIZE  
THAT WHAT YOU HEARD IS NOT  
WHAT I MEANT.



Have you thought of playing the stock market?.....

..... until you realized that you couldn't afford to take any chances.

How would you like to invest in some low-risk bonds that pay high dividends?

Uncle Sam is backing them, so they're the safest investment in the country.

The safest, and the best. If you invest in United States Savings Bonds and Notes, you invest in the future--your own future and your country's future. And you earn big dividends.

Smart investors look for growth and stability when they examine a company's record. America passes that test with flying colors.

Earnings? Did you know that U.S. Savings Bonds now pay 4.25% interest?

Freedom Share Savings Notes pay an even larger dividend--5%.

WHY NOT PUT YOUR PAY RAISE INTO SAVINGS BONDS ?

Make a sound investment in your future.

Our Mint Payroll Savings Plan makes good sense--

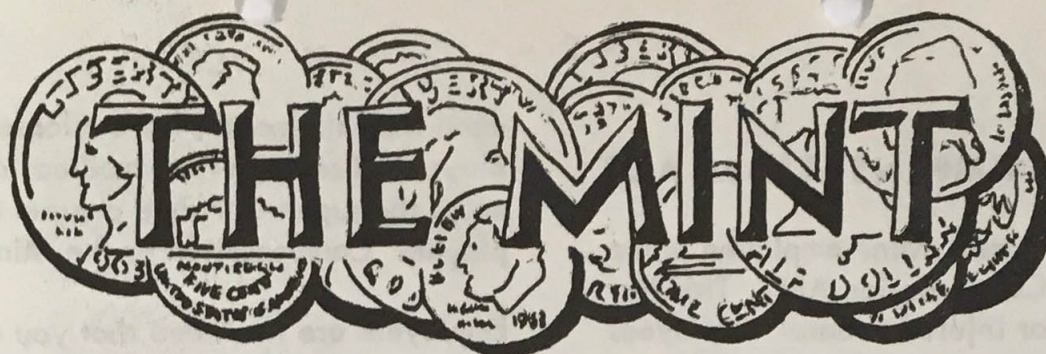
Have your investments made for you before you get your paycheck. You'll never miss those few extra dollars, and you will be getting everything a smart investor looks for:

GROWTH  
STABILITY  
SAFETY  
GOOD DIVIDENDS

ISN'T IT TIME FOR YOU TO INCREASE YOUR INVESTMENT IN YOUR COUNTRY ?

Think of all the extra dividends you get....like Pride, and Security.





AT PHILADELPHIA

VOLUME VI, NO. 8

AUGUST 1968

## A GOOD SUMMER ALMOST OVER..

Like most of us, our YOC summer workers have had a busy summer. In addition to learning new office and working skills on the job here, they have gone on several tours to see what kind of work is done in other types of offices and plants. Some of our young workers toured the Mercy Douglas Hospital because they were interested in the different kinds of work in the medical field; others toured the computer center of the Naval Supply Depot. They were joined by youths working in YOC programs in other agencies in Philadelphia.

The Youth Opportunity Campaign does more than provide jobs for these young people. Part of its aim is to show youths the many kinds of work open to those with a good high school education and training. For instance, the tour of the Naval Air Engineering Center was planned to show men and women at work in a variety of technical and scientific jobs. The tour of the Phila. Naval Shipyard, on the other hand, was arranged so that the youths could watch skilled employees at work in their trades and crafts.

In all, the Youth Opportunity Campaign has been successful again this year. All over the nation the youths who ordinarily can't find summer jobs were given a chance to learn and to earn, a chance to work towards their own goals. We hope that they all have had a good summer--and that they have a good future.

## PHILA. WINS DIRECTOR'S TROPHY

Our Philadelphia Mint Guard Force Pistol Team has brought home another trophy to add to our collection. Our Pistol Team took first place in the 1968 inter-Mint pistol matches. The winning team members were Leroy Barnes, Nicholas Marandola,

Joseph F. Nothnagel, Charles Sampson and Frank A. Wagner, all Guards, and Guard Supervisor James C. Galati.

Final Team scores were:

Philadelphia	1530
San Francisco	1493
Fort Knox	1484
Denver	1464
New York	1387
West Point	1313

CONGRATULATIONS, fellows. We're proud to have you guarding us.

In individual competition, Leroy Barnes made the top score (275) in the Marksman Class. The winners in the Expert and Sharpshooter Classes were Bennie F. Bledsoe (Fort Knox) and Roy C. Fokes (Denver). Congratulations once again to Leroy.

## IMPORTANT NOTICE

The essence of the Minimum Standards of Conduct for Treasury Department employees is the thought that no Federal Employees should do anything which might in any way discredit or reflect poorly on our employer, the Government of the United States. This standard is the basis for the new law which makes any participation in riots or civil disorders grounds for disqualification from Federal Service.

The law covers all situations in which a person furthers or participates in any form of riot or civil disorder, including aiding and abetting any person who participates in a riot. This should be considered as an official notice from the U.S. Civil Service Commission and the Bureau of the Mint.

There is a full copy of the FPM Letter issued by the Civil Service Commission on this subject in the Personnel Office for review.



## KNOW YOUR COMPENSATION ACT

One of your benefits as a Mint employee is the Federal Employees' Compensation Act. This law has provided relief for injured Federal employees for over 50 years, since its enactment in 1916.

This law provides for compensation for disability and death, and for medical care for civilian employees and officials of the U.S. Government who suffer injuries "while in the performance of duty." It is, in effect, a valuable insurance program--- IF you know and understand how it works.

To receive the full benefit of this law, you MUST follow the procedures and rules of the Bureau of Employees' Compensation in the U.S. Department of Labor, Washington, D.C.

### WHEN INJURED AT WORK:

- Make sure you report any injury immediately to your supervisor and obtain first aid at once.
- Make a written report of your injury promptly.

If the injury was sustained at work you are entitled to first aid and full medical care for the effects of your injury, including hospitalization, without cost to you. However, you MUST then use the Government facilities and designated hospitals.

Mint employees must go to the U.S. Public Health Outpatient Clinic at 225 Chestnut Street for treatment, or--when the Clinic is closed--to the Pennsylvania Hospital Outpatient Clinic at 8th & Spruce Streets. Emergency eye cases may be referred to Wills Eye Hospital.

The Public Health Clinic is open from 8:00 a.m. to 4:30 p.m. daily. When it is closed (from 4:30 p.m. until 8:00 a.m. daily and on Saturdays, Sundays and Holidays), you should go to the Pennsylvania Hospital Clinic.

An injured employee must contact his official superior or the nurse on duty at the Mint as soon as possible for appropriate authorization for examination and/or treatment. No employee may issue an authorization on his own behalf. Nor may his supervisor issue an authorization for treatment if

more than six months have elapsed since the employee's discharge from medical care. In such a case, the supervisor shall contact the Bureau of Employees' Compensation or the Mint nurse.

Employees are reminded that you cannot receive payment under Federal Health Benefits Plans for charges for services and supplies required as a result of occupational disease or injury for which any benefit is payable under workmen's compensation laws like the Federal Employees' Compensation Act.

For these reasons, it is important that you contact your supervisor and the nurse prior to getting any treatment or examinations for injuries received in the line of duty. Make sure you follow the proper procedure for full benefits under the Federal Employees Compensation Act.

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## JULY QUIZ ANSWERS

QUESTION: How many of the rungs of a fishing boat ladder should be covered at the end of 6 hours if the rungs are one foot apart and the tide rises 8 inches an hour? ANSWER, None, because the boat and the ladder rise with the tide.

True/False:

(a) The 21st century does not start on Jan. 1 in year 2000. It takes a full 100 years to make a century, so 1 A.D. through 100 would be the 1st century; 101 through 200 the 2nd century, etc. The 21st century starts on Jan. 1, 2001.

(b) Technically, a pound of feathers is heavier than a pound of gold! Feathers are weighed by the avoirdupois system, with 7000 grains equal to one pound; gold by the troy system, with a pound containing 5760 grains.

(c) Charles A. Lindbergh made the first solo non-stop flight across the Atlantic, but others had made nonstop flights across the Atlantic before him.

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Heard of an elevator operator who grew tired of people asking him for the time and hung a clock in the elevator. Now they ask if the clock is right.

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## - PROMOTIONS -

CONGRATULATIONS to those employees who received promotions recently! Best of luck in your new positions!

Those promoted were:

Frank Schmuck--to Carpentry Lead Foreman, WB-13, in the Carpenter Shop Section, Maintenance Div.

Coleman R. McCall--to Melter, WB-07, in the Ingot Melting Section, Melting & Refining Division.

Miss Stephanie A. Bednarik, to Secretary (Stenography) GS-06, in the Office of the Superintendent.

Thomas Walsh, to Guard Supervisor, Senior Lieutenant, GS-07, in the Security Section, Safety & Security Division.

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## BENEFICIAL SUGGESTION AWARDS

Three of our employees got together on a suggestion and received a \$45 award for their idea this month. Sharing this award, which was based on intangible benefits, were suggesters Louis Amorosi, Robert Barrett and LeRoy McKinney, all working at the warehouse for the New Mint.

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## AUGUST SERVICE-PIN AWARDS

Two Philadelphia Mint employees received Length-of-Service Award Pins during August. Congratulations to:

Daniel Wiedenmann, with 20 years of Federal service, and Clyde Bell, with 15 years of service to his credit.

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WELCOME to Robert G. Kane, who joined our staff in the Maintenance Division as an Electrical Engineer, GS-12. Mr. Kane came to the Mint this month from the Naval Air Station at Lakehurst, New Jersey.

- 3 -

And WELCOME BACK to Robert N. Greenblatt, who has returned from four years of service with the Air Force to his position as Clerk-Typist in the Proof Coin & Medal Sales Section of the Cash and Deposits Division.

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## FRANK GASPARRO: "OUTSTANDING NUMISMATIC SCULPTOR of 1968"

Our Chief Sculptor and Engraver, Frank Gasparro, was named the Outstanding Numismatic Sculptor of 1968 by the American Numismatic Association and presented with a handsome gold medal award at the 77th Anniversary Convention of the Association on August 26th. He is the second person to receive this award.

Miss Eva Adams and several staff members from the Bureau of the Mint were on hand, along with Mrs. Gasparro, for the presentation ceremonies in San Diego, California. There are few who can qualify for such a distinctive award--we are proud to have the honor of working with Mr. Gasparro.

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## PERFORMANCE AWARDS FOR TWO!

It took a few minutes for them to understand what was going on... it isn't every day that you are told to go to the Superintendent's Office. The man sat still, too surprised to say anything. The woman beside him looked at her certificate and tried to read the blurred words. "It's not the check," she said, "it's the letter. I never got anything so nice before."

That was how Mary K. Taylor and Walter Grohowski found out that they had received Sustained Superior Performance Awards for their work in the Custodial Section. And it was hard to say who was the more pleased--the award winners or the people presenting the awards. Both received awards of \$150.00. Congratulations!

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Computers will perform many office chores, but they'll never make one that can unlock the washroom with a paperclip.

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## THE WAY I SEE IT TOO

by Dick Wolf

The other day I was reading a safety bulletin from the Treasury Department which contained an article on household hazards. Because we are very much interested in safety off the job as well as on the job, I feel it is worth passing the information on to every employee. . . . .

Household bleach is a strong solution of sodium hypochlorite, sold under various trade names. If any acid substance, even a weak one like vinegar, is added to it, poisonous chlorine gas is released from the bleach. Cleaners and bleaches should never be combined. The results can be DEADLY.

The National Safety Council recently reported several cases of chlorine poisoning. In each of these cases a housewife was using a well-known cleaner in a home toilet bowl. Not satisfied with the way the cleaner was working, she added a household bleaching compound and stirred the mixture. This created and liberated chlorine gas. Death came in a few minutes to one of the ladies. The others survived, but needed long periods of hospitalization and treatment.

Keep cleaners and bleaches apart. Store them in separate places and keep both well away from medical supplies and food. Above all, never leave either cleaners or bleaches where children might play with them. Alone or combined, these compounds are poisonous and dangerous.

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## BRAIN TEASERS . . . . . for August

1. Albert is heavier than Bob by a certain amount. Carl is heavier than Dave by the same amount plus ten pounds. Albert is ten pounds heavier than Carl. If Albert weighs 180 pounds and Dave weighs 130 pounds, what is the weight of Bob? (This is a straight math problem.)

2. White hounds eat more than white terriers, and black hounds eat more than white hounds. Black hounds eat less than black terriers. Which makes the most economical pet?

## SUNSHINE FUND HELPING MINT

Our Sunshine Fund has been quietly busy making life more pleasant for Mint employees and their families. Since the beginning of the year, the Sunshine Fund has given \$100 checks to ten retiring employees and \$50 checks to the families of five employees who have died this year. This is one of the Fund's biggest responsibilities.

This year the Fund has also footed a \$300 bill for the X-Ray program run for all employees last May. This means that over \$1800 has been spent on Mint employees this year!

Sunshine Fund officers are also working hard to develop future programs. One of those will be a large vending lunchroom on the second floor of the New Mint. The success of these plans is something we all must work for: by participating in the programs and by patronizing the vending machines which is the Fund's only source of income. It's nice to know that we have the Sunshine Fund on our side!

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## SOMETHING TO THINK ABOUT...

Men and nations do behave wisely, once all other alternatives have been exhausted. --Abba Eben

There are several good protections against temptation, but the surest is cowardice. --Mark Twain

The wife figured out how to keep from hitting her finger with the hammer. Hold it in both hands.

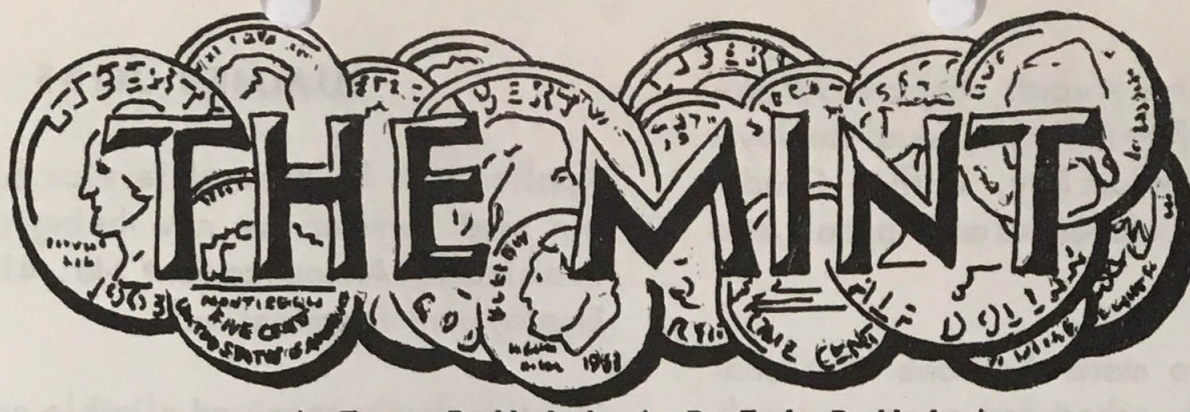
We got back from our vacation thankful for traffic lights. Without them we drivers wouldn't see a thing.

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**POLITICAL CONVENTIONS**...are important, noisy, exciting, expensive, nerve wracking, elating, fun, work, boring, disappointing, fascinating....and a precious institution, a part of the way democracy works in America.... like our U.S. Savings Bonds

Help our democracy work by giving your support — Buy through our Payroll Savings Plan.





AT PHILADELPHIA

VOLUME VI, NO. 11

NOVEMBER 1968

## LET'S BE THANKFUL

Thanksgiving comes on Thursday  
By the President's decree,  
But Friday, good old Friday  
is Thanksgiving Day for me...

Those are the first two lines of a poem I was taught to say back in my boyhood days. I don't remember the other lines but anyway I am sure it went on to say the reason Friday was so wonderful was because one could eat the way he wanted to without having company observing manners which is especially nice for a child.

We are not children today, we are selfish, greedy adults and some with a streak of meanness to a certain extent, who would step on a person's neck to get anything they want without one thought of how it might affect other individuals.

Some take what they want regardless of the cost. And yet, there are those who have so little, but because they are humble, sincere and even meek, do not have many of the things you and I have. Take, for instance, the country of India. Did you realize that in the large cities they go around each morning picking up the dead, those who have starved during the night? Those are people who did not have enough food for the proper nourishment of their bodies. Starvation is a horrible thought, particularly when you and I will probably be eating so much turkey, pumpkin pie and all the trimmings Thanksgiving Day, it will cause us to be uncomfortable during the night.

We do these things without thought of those who are less fortunate than we; without feeling of sorrow towards the poor. And yet, we complain. Let's be thankful. Let's try just for once in our

lives this Thanksgiving Day, while we are surrounded with all the wonderful things that make living in America so great, to think of others who would be so thankful if they had only a part of what we will have that day.

## UNITED FUND CAMPAIGN ENDS

The final returns are in and the Mint can be justly proud of the results of the 1969 United Fund Campaign.

Although only 64 per cent of the employees participated the average contribution established a new record. \$2499.68 was the grand total with an average contribution of \$7.08. Seven employees received a Fair Share pin by pledging at least one hour's pay a month.

The extra "push" was made by all concerned which was undoubtedly responsible for this year's record-setting results. All those who contributed in one form or another can be proud of their support to this worthy cause.

## TRAINING FIRST-LEVEL SUPERVISORS

Early in December we are starting a training program for first-level supervisory employees. This course is intended to familiarize these supervisors on all current Mint, Treasury, and Civil Service Commission regulations.

Some of the topics for discussion will be: Detail of Employees, Performance Ratings, Leave Regulations, Acceptable Level of Competence, Pro-



motion Policy, Incentive Awards, Improved Man-power Utilization, Safety Program, Equal Employment Opportunity, Premium Pay, Within-Grade Increases, Employees Grievances and Appeals, and Discipline.

Discussions will last no more than one hour and will be on a regularly scheduled once-a-week basis. Brush up on your schoolroom etiquette, fellows, because Management will be looking for the most promising scholars having promotion potential.

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### HEALTH BENEFITS OPEN SEASON SET

The next open season for the Federal Employees Health Benefits program will be November 10-28, 1969. There will be no open season in 1968.

During the open season in 1969, eligible employees who are not enrolled in a health benefits plan will be permitted to enroll. Employees who are already enrolled in a plan will be able to change to another option of the plan they are in. Also, employees who are enrolled for "self only" may change to a family-type enrollment in the same or a different plan or option.

Most health benefits plans will change benefits or premium rates, or both, effective in January 1969. For the most part, benefit changes will be relatively minor and practically all will be improvements; all premium rate changes will be increases.

Changes to all plans will be published in a pamphlet which will be received late in 1968. It is expected that every enrolled employee will receive his copy of the pamphlet by January 1, 1969.

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### OCTOBER QUIZ ANSWER.....

Mr. Adams made \$10 each time he sold the pony back to Farmer Brown. Since he bought the pony and sold it back to Farmer Brown twice, Mr. Adams made a total of \$20 on the transactions.

Wouldn't it be nice if you didn't have to worry about money when you retire? Buy U.S. Savings Bonds now and hang onto them!!

## SUMMER JOBS

Applications for Federal Service Summer jobs during next summer are now being accepted under Examination Announcement No. 414, the "Summer Employment Examination".

Individuals who received eligible notices of rating in the 1968 Summer Employment Examination are not required to take the written test to be considered for summer jobs in 1969. They will be sent special forms to complete to update their qualifications and availability. They may, if they wish, take the 1969 exam to improve their scores.

Applicants must be 18 years of age or older (16 or older if graduated from high school). They may apply by mailing CSC Card Form 5000-AB to Summer Employment Examination, U.S. Civil Service Commission, 1900 E Street NW, Washington, D.C. 20415.

Test dates, application deadline, and other pertinent information may be obtained from the Personnel Office.

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### NOVEMBER RIDDLES.....

Jim lives on Main Street. The sum of the four figures in his street number is 21, his age. The first digit is twice the third digit, the second digit is one less than the first digit, and the fourth digit is two more than the second digit. What is Jim's street number?

What word in the English language is made up of the following letters?

SSSSS

EEEE

LL

N

P

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**NOTICE:** Employees are reminded that it is the responsibility of each individual to keep his own personnel records current. In order that an employee may receive credit for additional training, education or experience, such qualification must be documented in his official personnel folder.

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## SPECIAL AWARD

A Special Act or Service Award was received this month by J. Russell Noll. Mr. Noll is the Proof Coin and Medal Production Assistant Foreman in the Coining Division.

Mr. Noll earned the award for his outstanding performance while on temporary assignment as chief supervisor of the coin separating project.

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## PROMOTIONS

Congratulations to Charles Roman who received a temporary promotion not to exceed one year. Mr. Roman will serve as the Upsetting Equipment Leader in the Upsetting Section of the Coining Division.

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## SUGGESTION AWARDS

Congratulations are due the following employees who received suggestion awards this month:

Chester Stanowski, \$35, for suggesting a new way to prevent damage to dies.

Stephen Mozeleski and James Verbaro each received a \$15 award.

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## NEW FACES

The Mint welcomes CHRISTINA NERONI, who has been assigned to the Electric Accounting Machine Section as a Card Punch Operator Trainee.

Miss Neroni comes to us after graduation from high school and a technical course at one of the local institutions.

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Campus recruiter showing pictures of attractive girls to students: "Before we discuss salary, I wonder if you'd care to pick your secretary?"

Girl to date: "Gosh! It's just like Romeo and Juliet —my father hates you!"

## FREEDOM SHARES REDEMPTION RESTRICTIONS EASED

Legislation has been enacted enabling banks and other paying agents for U.S. Savings Bonds to redeem Savings Notes (Freedom Shares).

Formerly, Freedom Shares had to be taken or forwarded to a Federal Reserve Bank or the Treasurer of the United States for redemption.

Now that this restriction has been lifted all those who hesitated to subscribe can now take advantage of this easy method of redeeming Savings Notes when the need arises.

Freedom Shares must still be bought in conjunction with Savings Bonds and held for one year after the issue date before they can be redeemed.

If you already have a payroll deduction for Savings why not take advantage of this opportunity to obtain 5 percent interest on your dollar by subscribing for Freedom Notes. The Payroll or Personnel Office has the necessary card form you need to make the payroll deduction.

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## NOVEMBER SERVICE-PIN AWARDS

It is not often that a service pin with a ruby is awarded. But this month Hyman A. Friedman, the Chief Assayer, received a pin for thirty-five years service. More than thirty-four of these was spent with the Mint.

Others who received length-of-service pins this month are:

Andrew J. Corigliano	25 years
Albert C. Roop	20 years
Mary Gallagher	15 years
Louis P. Amaro	15 years

Congratulation to all of you on your excellent records.

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Back of tranquillity lies, always, conquered unhappiness.

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## THE WAY I SEE IT.....

by Dick Wolf

Accident reporting is serious business.

Quite often an employee asks a supervisor who in turn asks me--"Why must I fill out an accident report for a little scratch or cut?"

Congress has provided medical and compensation benefits for Federal employees injured on the job. However, these benefits are payable only if the injury is properly reported within a strict time limit, usually 48 hours. Proper and timely injury reporting is a legal obligation, not a matter of choice.

Although none of us enjoys reporting an injury, we must work towards preventing the injury and never should permit on-the-job injuries to go unreported.

Aside from being a legal obligation all injuries should be reported because a bruise can result in arthritis years after it apparently healed, a small open wound could result in crippling infection, and a sprain can be the beginning of weakening ligaments that become a disabling condition.

Without a proper record, there may be no Bureau of Employees Compensation benefits which are a most valuable insurance. The only "premium" you must pay is an accurate and timely injury report.

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### PERSPECTIVE

If the world's 3 billion people were proportionately compressed into a typical "village" of 1000 representative citizens--

60 would be Americans (USA)  
30 would be others from North America  
50 from South America  
210 Europeans  
85 Africans  
565 Asians

BUT the 60 Americans would receive half of the total income of the village.

---

## SOMETHING TO THINK ABOUT...

The elderly farm couple sat in their rocking chairs in front of the fireplace one wintry night in Iowa. "The years are passing us by, Sarah," said the old man.

"Yes," she agreed.

"We're getting older," he said, "and pretty soon one of us will be left."

"That's right," she said, "and when that happens, I'm moving to California."

A certain clock decided to quit when it found out it would have to tick 31,536,000 times a year. It was just TOO BIG A JOB. When it was explained it would need to tick only once a second, it started up again, and has been working at it ever since.

An exasperated mother, after trying several times to get her daughter to hang up the phone and to clean up her room, finally got results by threatening, "Get moving now, or I'll let down all of your hems!"

Keep your eyes open to your mercies. The man who forgets to be thankful has fallen asleep in life.  
- Robert W. Stevenson.

The man who knows how will always find a good and useful place in life; but the man who knows why will be his boss!

Who is wise? He that learns from everyone.  
Who is powerful? He that governs his passions.  
Who is rich? He that is content.  
Who is that? Nobody?  
- Ben Franklin

The trouble with being an optimist is that people think you don't know what's going on.

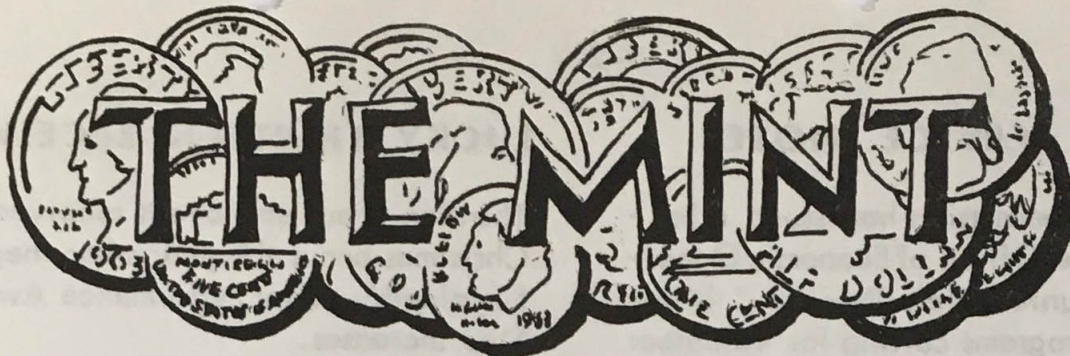
Overheard at a doctor's office, as the doctor was giving a seven-year-old boy a vaccination:  
"Johnny, we prefer to call this a vaccination rather than a fix."

If Twiggy's figure is the ultimate in womanhood, Playboy magazine certainly is missing the boat.

Experience is the only teacher not underpaid.

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Volume VI, No. 12

A T P H I L A D E L P H I A

December 1968

Dear Fellow Employees,

SEASON'S GREETINGS!

This past year at the Mint has been a full and satisfying one with its challenges, accomplishments and my many pleasant associations with you. I am happily aware of the many contributions which all of you have made to the success of this year, and grateful for your support.

It is my sincere hope that the year has been a good one for you. May the year ahead be filled with the best life can offer - - HAPPINESS and PEACE, GOOD HEALTH and FORTUNE.

Sincerely,

Michael H. Sura  
Superintendent

### THREE EMPLOYEES RETIRING...

Immaculate Irrera received a disability retirement on November 29, after almost nineteen years of Federal Service. She has been with the Mint for six years.

Two of our employees have chosen optional retirement this month:

Michael A. Faix retires on December 5 from his position as a Pressman in the Coin Press Section of the Coining Division. Mr. Faix, who has almost

29 years of service to his credit, will receive a Gallatin Award for 25 years of honorable service with the Treasury Department.

James J. Blisard will retire on December 30 from his position as Deposit Melting Leader in the Deposit Melting Unit, Cash and Deposits Division. Mr. Blisard has almost 34 years of Government service to his credit--all of it with the Mint! He, too, will receive a Gallatin Award for his service.

Good luck, and best wishes for Happiness in your new life!



## U.S. CIVIL SERVICE NOTES

The Civil Service Commission has issued a brochure prepared by the Office of Economic Opportunity entitled "Volunteer Help Wanted." It explains major OEO programs calling for volunteer help and gives addresses where further information on the programs may be obtained. The brochure is maintained in the Personnel Office and is available for inspection by interested employees.

Just a reminder that the Application for Federal Employment is now Standard Form 170. This short, easy-to-complete application is now the appropriate form for use by persons looking for job opportunities. A longer form, SF 171, Personal Qualifications Statement, is to be used with Civil Service examinations and when employers express an interest in your qualifications and request more detailed information about you.

The Federal Service Entrance Examination is open and employees interested in applying can obtain filing information in the Personnel Office. Anyone on the current register is reminded that the duration of eligibility is twelve months. Consideration beyond that time can only be continued by establishing eligibility in the new examination.

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## TAKE GOOD CARE OF YOUR GIFTS

When you are shopping or visiting this season, remember to lock your car and put those packages out of sight. Don't invite trouble by displaying your Christmas money or gifts too much.....Keep your presents for your loved ones!

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## DECEMBER RIDDLE TIME.....

Sam and Stephan both work as computer programers. They have a job to get out which will take 46 hours.

Sam is only two-thirds as productive as Stephan, mainly because he is dreaming of his Florida vacation. If Sam can get the money, he will leave for two weeks. How long will it take Stephan to get the job done?

\*\*\*\*\*

You're only young once. After that you have to think up a different excuse.

## LUCKY THIRTEEN RECEIVE AWARDS!

Thirteen of our employees received an unexpected Christmas bonus this year when they were awarded Sustained Superior Performance Awards or Quality Step Increases.

Mr. Sura presented the awards in a special ceremony on December 20th. Those receiving awards were:

Willard L. Ainsworth, Supervisory Production Controller (General), in the Engraving Division. Mr. Ainsworth received a Quality Step Increase.

Elery C. Brown, Plumbing-Pipefitting Lead Foreman working at the new Mint. Cash award of \$150.

Hugo R. Bucci, Plumbing-Pipefitting Leader, Building and Mechanical Division. Cash award, \$150.

Michael A. DiLemmo, Jr., Machining Lead Foreman working at the new Mint. Cash award of \$150.

Joseph G. Elwell, Electrical Lead Foreman in the Building and Mechanical Division. Cash award of \$150.

Harry W. Gindele, Machinist in the Building and Mechanical Division. Cash award of \$150.

Mrs. Anna Marie Iaccarino, Secretary (Steno) at the new Mint, received a Quality Step Increase.

Preston A. Mitchell, Power Plant Controlman working at the new Mint. Cash award of \$150.

Samuel M. Petrille, Sheet Metal Worker working at the new Mint. Cash award of \$150.

Thomas L. Robitaille, Coin Production Supervisor working at the new Mint, received a Quality Step Increase.

Marlin C. Sargent, Electrical-Equipment Repairer working at the new Mint. Cash award of \$150.

Thomas A. Scarazza, Sheet Metal Worker in the Building and Mechanical Division. Cash award of \$150.

James S. Wolstenholme, Electrician-Equipment Repairer working at the new Mint. Cash award of \$150.

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## THE WAY I SEE IT.....

by Dick Wolf

At this time of the year our moods become joyous and our spirits soar as we have special dreams for the Christmas Season.

I am sure that all of you have some special occasion you are looking forward to--a family gathering or a visit with old and valued friends.

If the special occasions make it necessary for you to be on the highway with your car remember to be courteous and considerate of the others drivers... for many of us, Christmas is a time for bearing gifts...and the greatest Gift of all is Life!

So please.....keep working, and driving, and living in a safe and sane way so that your dreams may become reality this Christmas and every Christmas.

It is my sincere wish that you and your families have a VERY MERRY CHRISTMAS and a HAPPY NEW YEAR.

\*\*\*\*\*

## SOMETHING TO THINK ABOUT...

The ornament of a house is the friends who frequent it.  
--Ralph Waldo Emerson

Love cures people--both the ones who give it and the ones who receive it.

When his puppy lost a tooth, the six-year-old boy next door thought he would put one over on the tooth fairy. That night, he put the tooth beneath his pillow. In the morning, much to his surprise, he found a dog biscuit.

Then there's the woman in Los Angeles who was fined \$215 for operating slot machines and loudly protested her innocence as she paid off with 860 quarters!

The fellow who thinks the boss is dumb would be out of a job if the boss were smarter.

Noted on a poster advertising a student mixer at M.I.T. "Guys 99¢, Gals 1¢. Judges' decisions are final.

## SUNSHINE FUND GIFTS AND GREETINGS

At this time of the year, the Officers of the Sunshine Fund would like to take this opportunity to wish all the employees of the Mint a very happy holiday season.

We regret to say that we are unable to distribute turkeys again at this Christmastime. Due to the decrease in commissions, we have not reaped as many benefits as in the past. But we hope everyone will enjoy munching his(her) Whitman's Samplers Candy this year.

Our report of expenditures will not be included in this message (we don't want to make it too lengthy). However, that information will be published soon. Due to the illness of our President Bill Chambers, the election of officers has been postponed. By the way, Bill is still suffering from an infected toe, but sends his warmest wishes to everyone.

We sincerely want to thank you for your patronage. Without YOU there would be no Sunshine Fund. We also want to thank everyone who in any way contributed their help and support to make our Sunshine Fund operate more smoothly and efficiently.

So, as 1968 comes to its end, all of us would like to wish all of you and yours a joyous, blessed and merry Christmas; and a peaceful, prosperous New Year filled with happiness, contentment, and the gratification of all your fondest wishes.

Bill Chambers, Alice Juenger, Pete Hansen,  
Charles Riley, Stephanie Bednarik

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## DECEMBER LENGTH-OF-SERVICE PIN

CONGRATULATIONS to Clarence A. Miller, Head of the Cash and Deposits Division, on receiving his 25 year Length-of-Service Award Pin. Mr. Miller has been with the Mint for twelve years.

\*\*\*\*\*

## NOVEMBER RIDDLE ANSWERS:

Jim lives at 6537 Main Street.

SLEEPLESSNESS is the word composed of SSSSS, EEEE, LL, N and P.



"The Mint" (Philadelphia newsletter)

1966-1968

1966  
1967  
1968



